



FEW

P.O. Box 27687
Washington, DC 20038-7687

*Working for
the advancement
of women
in government*

FEDERALLY
EMPLOYED
WOMEN

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January 10, 2002

On behalf of Federally Employed Women, Inc. (FEW), I am pleased to extend an invitation to you to attend our 33rd Annual National Training Program (NTP) "Magic and Space: Dreams in Progress" in Orlando, Florida, July 22-26, 2002. The NTP provides pertinent training to the thousands of women and men who attend each year. FEW is committed to supporting the advancement of the role of women and minorities in Federal service and the NTP is an exceptional opportunity.

We recognize that many individuals are looking for skills that will help them keep pace with the constantly changing Federal work environment. It is not sufficient to search out training after an Agency has implemented a new program or approach. It is vital that one must search out training which allows the employee to anticipate changes and be prepared to step into the void resulting from those changes.

NTP Chair Clara Anderson and her team of committed professionals have spent hundreds of hours locating, screening and selecting workshop presenters and refining training content. Workshops were selected to focus on the unique needs of the Federal employee in a broad range of areas including management and leadership issues, technical skills, and personal development. As always, the NTP will be the premier source of training for Special Emphasis Program Managers, Affirmative Action staff members, and others in EEO-related occupations.

In addition to workshop offerings, the NTP includes a trade show with a diverse group of vendors. Exhibits by Federal agencies, educational entities, non-profit organizations, and many service providers. Opportunities for networking are emphasized during the NTP week because we believe that exchanging ideas and insights is an outstanding way to learn. Outstanding keynote speakers complete the learning experience.

Please join us in Orlando for this outstanding training experience. I look forward to meeting you there.

Sincerely,

Jenifer Bungert
National President
Federally Employed Women, Inc.



United States
**Office of
Personnel Management**

Washington, DC 20415-0001

In Reply Refer To

Your Reference

JAN 30 2002

MEMORANDUM FOR DIRECTORS OF HUMAN RESOURCES
AND EQUAL EMPLOYMENT OPPORTUNITY

FROM: RICHARD A. WHITFORD
Acting Associate Director
for Employment

A handwritten signature in black ink, appearing to read "Richard A. Whitford", written over the typed name and title.

Subject: Federally Employed Women 33rd National Training Program

Federally Employed Women, Inc. (FEW) will hold its 33rd National Training Program (NTP) in Orlando, Florida on July 22-26, 2002. This year's NTP theme is "*Magic and Space--Dreams in Progress.*"

A nonprofit, nonpartisan, organization, FEW is the only national entity representing the needs and concerns of female federal employees throughout the United States and abroad. FEW's purpose is to support the advancement of women, enhance the potential of women in government, and end sex discrimination in Federal service.

This year's NTP sessions will cover career planning and development techniques, personal effectiveness, leadership training, and supervisory and management techniques.

The U.S. Office of Personnel Management supports the efforts of Federally Employed Women and considers the conference to be a viable training tool and career development resource. To obtain additional information visit FEW's web site at: www.few.org.

National Aeronautics and
Space Administration
John F. Kennedy Space Center
Kennedy Space Center, FL 32899



JAN 28 2002

Reply to Airmail

Greetings:

Federally Employed Women, Inc. (FEW) will hold its 33rd National Training Program (NTP) at the Rosen Centre Hotel in Orlando on July 22-26, 2002. The Space Coast Chapter at the Kennedy Space Center, a member of the Southeast Region, is responsible for pulling together this annual event. This is the first time Florida has ever hosted the NTP and I am sure you will not be disappointed. This year's theme, "Magic and Space – Dreams In Progress," aptly reflects the spirit of Central Florida, which has so much to offer the participants of the conference. As the Government co-host for this year's conference, we from the Kennedy Space Center hope that you take full advantage of this opportunity to visit not only attractions and activities in and around Orlando, but the Visitor Complex at Kennedy Space Center as well.

The National Training Program, which is open to the public, is designed to help attendees acquire knowledge of career planning and development techniques (basic and advanced); enhance personal effectiveness; provide leadership training; and teach supervisory and management techniques. Workshops on teambuilding, communication, information technology, EEO and human resources will be offered as well. FEW also addresses issues such as economic empowerment, health care, and violence in the workplace and at home.

As the co-host of the 33rd National Training Program, I encourage your participation in this important training event. Many agencies are planning to meet for pre-conference planning, as well as provide major exhibits at the conference. It is an excellent opportunity to network with other agencies regarding issues of mutual concern.

I am confident this training program will be a most successful and memorable one. I especially want to commend the Southeast Region of FEW for the hard work and dedication put forth to ensure that this will be a successful training program.

Sincerely yours,

A handwritten signature in black ink, appearing to read "Roy D. Bridges, Jr." with a stylized flourish at the end.

Roy D. Bridges, Jr.
Director



A Special Invitation from the Southeast Region and 2002 NTP Steering Committee

You are cordially invited to join us in
**Orlando, Florida,
July 22-26, 2002,
for the 33rd National Training Program.**

The conference offers a variety of outstanding training opportunities and other exciting events.

Register TODAY !!

Our team awaits your arrival with great anticipation.

Regional Manager

Marilyn Reames

Regional Representatives

Shirley Johnson (GA, SC, NC, KY, WV)

Edna Garnett (MS, AL, TN)

Becky Fasulo (FL)

2002 Co-Chair

Karin Biega

2002 NTP Chair

Clara Anderson

2002 Co-Chair

Becky Fasulo

Host Chapter

Space Coast Chapter
Connie Dobrin, President

Southeast Region Chapters

Montgomery - Alabama
Muscle Shoals - Alabama
North Alabama - Alabama
Pensacola Area - Florida
Space Coast - Florida
Garden City - Georgia
Derby City - Kentucky

Fort Knox - Kentucky
Bayou- Mississippi
River City - Mississippi
Charleston - South Carolina
Savannah River - South Carolina
Oak Ridge- Tennessee
Francis Gage - West Virginia

2002 NTP Schedule At-A-Glance

EVENT	SUNDAY July 21	MONDAY July 22	TUESDAY July 23	WEDNESDAY July 24	THURSDAY July 25	FRIDAY July 26
Registration	3:00 pm – 8:00 pm	7:00 am – 6:00 pm	7:00 am – 4:30 pm	7:00 am – 4:30 pm	7:00 am – 12:00 Noon	7:00 am – 9:00 am
Agency Forums		8:00 am – 5:00 pm	8:00 am – 5:00 pm			
Pre-Conference Training		8:00 am – 5:00 pm	8:00 am – 5:00 pm			
Exhibits		12:00 noon – 6:00 pm	8:00 am – 9:30 pm	8:00 am – 6:00 pm	8:00 am – 6:00 pm	8:00 am – 12:00 pm
FEW Annual Membership Meeting			5:00 pm – 7:00 pm			
Reception			7:30 pm – 9:00 pm			
Opening Session - 33 rd NTP				8:30 am – 11:00 am <i>Breakfast- Included in Registration</i>		
NTP General Workshops				1:00 pm – 4:00 pm	8:00 am – 11:00 am and 2:30 pm – 4:30 pm	8:00 am – 10:00 am
Cultural Diversity Luncheon					11:30 am – 2:00 pm <i>Luncheon – Included in Registration</i>	
NTP Closing Plenary Session						10:30 am – 12:30 pm
FEW Regional Board Meetings				5:00 pm – 6:30 pm		
FEW National Board Meeting						7:00 – 9:00 pm <i>Saturday</i> 8:00 am – 8:00 pm

2002 NTP OVERVIEW

About Federally Employed Women, Inc. (FEW): FEW was established in 1968 and is the only national organization which focuses on eliminating sex discrimination, increasing career opportunities, advancing women in the Federal sector, and cooperating with other organizations and individuals concerned with equal employment opportunities.

About the NTP: Federally Employed Women hosts a yearly National Training Program (NTP) for people interested in enhancing or gaining skills in a wide variety of subjects. The NTP is held in conjunction with the annual meeting of Federally Employed Women. It offers training in management and leadership skills, communication skills, technology and technical skills, career enhancement, personal effectiveness, personnel and equal employment opportunity, and topics directly related to FEW, women's issues, and FEW's legislative goals.

The NTP brings together FEW members, Federal, state, and private sector employees in an educational forum to share information and enhance professional development. Attendees have the opportunity to meet individuals from other organizations with similar goals, to attend a wide variety of training programs, to hear nationally recognized speakers and trainers, and to network with professional women and men in many diverse fields.

Registration: Registration Forms and instructions are provided in this book. Pre-Conference and General Session Registration forms are located just after workshop descriptions in their respective sections. Registration will take place on the ground floor, just in front of the Junior Ball Room, beginning at 3:00 p.m. on Sunday, July 21, 2002.

Agency Forums: Several Federal agencies will hold training sessions on July 22 and 23 to address agency specific employment issues. A partial listing is included, however you should check with your agency's headquarters office to verify the date and time.

Pre-Conference Training—Monday – Tuesday – July 22-23

Prior to the general workshops, which begin on Wednesday, July 24, two days of in-depth training workshops will be offered on a variety of subjects. Individual fees are charged for these sessions. You will find the pre-conference training information and fees in the Pre-Conference section. (Select 2 day, 1 day and or any combination.)

NTP Workshops – Wednesday – Friday – July 24-26

General session workshops begin following the Opening Session on Wednesday, July 24. Topics include Career Enhancement; Information Technology; Management and Leadership Skills; Communications; Information and Technology; Personal Effectiveness; EEO and Human Resources; FEW, Legislation and Women's Issues; and a new category we've called The Next Chapter.

Exhibits – Monday – Friday – July 22-26

The Exhibit hall is located on the ground floor in the Junior Ballroom. Private vendors, consultants, non-profit organizations, FEW Chapters, and government agencies will provide a wide array of information on career and training opportunities, health education, insurance planning and FEW memberships. Opportunities abound for shopping for those special gifts and souvenirs. The Exhibit Hall will be open from noon Monday, July 22 through 12:00 noon on Friday, July 26. The Exhibit Hall will also remain open during the Tuesday evening reception.

Networking Reception – Tuesday, July 23

We welcome you to "steamy" Orlando in the summer. We have a very special networking reception planned that will be held in the Main Ballroom. We felt it was appropriate to have a Hurricane Party theme to start the NTP off with a bang. All kinds of fun activities are planned, including a special program for attendees to enjoy. You will have ample opportunity to network with your colleagues and meet other attendees from across the United States. Dress casually.

Annual Membership Meeting – Tuesday, July 23

FEW conducts an Annual General Membership Meeting during the NTP. All FEW members are encouraged to attend and non-members are always welcome. National and Regional Officers report on yearly activities and accomplishments, and members vote on proposed issues pertinent to the organization. This is your opportunity to raise issues from the floor to be addressed by the National Board. Remember, in order to vote, you must be a member of FEW. A credentials check will be performed prior to the meeting.

Opening Session

The 33rd Annual Federally Employed Women's Opening Ceremonies promises to be unforgettable. Fred Soto of Straight Talk Enterprises as our Keynote speaker brings a uniquely positive view of the future into practical application at all levels. Check out his website at str8talk.com Breakfast is included with full NTP Registration.

Federal Women's Program Managers (FWPM) Training – Wednesday or Thursday July 24-25

Again this year, the Federal Women's Program Managers Interagency Council (FWPIC) will provide training in areas related to the management of the FWP. The session will be a 3-hour workshop presented on Wednesday afternoon and then repeated on Thursday morning in order to allow more attendees to attend this valuable training.

How to Use this Book: First, check the Workshops At-A-Glance for courses in subject areas (Technical, Management, EEO, etc.). Then look up the workshop in the Workshop Descriptions following the At-A-Glance. When you have decided on your choices, enter the workshop number on the registration form.

Schedule At-A-Glance: The schedule of events shows the times and dates for all conference events that will take place during the week. Other Special Events are noted in this Book or will be posted on the website. Exhibits will be in the Junior Ballroom. All food functions as well as Opening and Closing Sessions, will take place in the Grand Ballroom on the ground floor. The FEW General Membership Meeting and the National Board of Directors Meeting will be held in Signature Room 2 (upstairs). Everyone is welcome and encouraged to attend.

Special Accommodations

Please indicate on the Registration Form any special accommodations required.

Childcare

Childcare is not provided. However, if you need child care service, click on the following link for sources recommended by the Orlando Convention Bureau. <http://www.go2orlando.com/top/1,1419,G-Go2Orlando-Go2KidsArticles-X!ArticleDetail-1577,00.html>

Future NTP Schedule

Year 2003 – Chicago, IL (July 7-11)

Year 2004 – Nashville, TN (July 18-24)

Inquiries

For additional information or clarification, contact the 2002 FEW NTP Committee.

Phone 321.861.3554

FAX 321.861.8895

Website www.few.org

FEDERAL AGENCY FORUMS

Federal agencies will hold special training sessions in conjunction with FEW's NTP for their field and personnel staffs. As of this printing, the Federal agencies listed below have scheduled training sessions. It is anticipated that other Agency forums will be added prior to the start of the NTP. In order to avoid scheduling conflicts with Pre-conference training workshops, please check with your Agency headquarters to verify agency sessions or check the website.

Click on the Agency Forums link on the main web site for the latest schedule.

PRE-CONFERENCE AT-A-GLANCE

CATEGORY	MONDAY, July 22, 2002 and Tuesday July 23, 2002 8:00 a.m. to 5:00 p.m. (Both Days)	MONDAY, July 22, 2002 (All Day) 8:00 a.m. to 5:00 p.m.	MONDAY, July 22, 2002 (1/2 Day) 8:00 a.m. to 12:00 Noon
10 Career Enhancement		PC2-11 You and Your Organization: How to Overcome Obstacles	PC3-11 Applying Your Personal Power PC3-12 Who Am I And Where Am I Going?
20 Communications Skills		PC2-21 How to Present Practical, Powerful Presentations PC2-22 Negotiation Skills/ Customer Relations PC2-23 There Is One In Every Group - Really!! PC2-24 Achieving Your Dreams Through the Written Word (PEP) PC2-25 You Said What???	
30 EEO & Human Resources	PC1-31 Understanding Cultural Diversity (2 day course, Monday and Tuesday)	PC2-31 EEO Complaints Process: How to Prepare Your Case PC2-32 Annual Update for EEO Professionals PC2-33 The Diversity Manager Leadership Course	PC3-31 Dealing with Disability: Overcoming Handicaps in Communication in the Workplace
50 Information Technology		PC2-51 Microsoft Excel 2000 - Level 2 (Computer lab) PC2-52 Microsoft PowerPoint 2000 - Level 2 (Computer lab)	
60 Management & Leadership	PC1-61 Essential Management Skills (2 day course, Monday & Tuesday)	PC2-61 Leadership Skills for Women PC2-62 Managing the Generations PC2-63 Team Empower- ment for Peak Performance	PC3-61 Time Management
70 Personal Effectiveness		PC2-71 How to Feel Good and Stay Positive No Matter What PC2-72 Gerontology – Realizing the Success of Elder Care Giving	PC3-71 Getting That Job
90 Special Emphasis Program Manager	91 The Role of the Special Emphasis Program Manager (2 day course, Monday & Tuesday)		

PRE-CONFERENCE AT-A-GLANCE

MONDAY, July 22, 2002 (1/2 Day) 1:00 p.m. to 5:00 p.m.	TUESDAY, July 23, 2002 (All Day) 8:00 a.m. to 5:00 p.m.	TUESDAY, July 23, 2002 (1/2 Day) 8:00 a.m. to 12:00 Noon	TUESDAY, July 23, 2002 (1/2 Day) 1:00 p.m. to 5:00 p.m.
	PC5-11 Soaring to Career Success	PC6-11 Gender Talk	PC7-11 Learning from Other Women – Mentoring
PC4-21 If You Can't Say Anything Nice What Do You Say?	PC5-21 Putting Punch & Power in Presentations PC5-22 It's Not What You Say, But How You Say It		PC7-21 Conflict Resolution
	PC5-31 Leading Through Differences PC5-32 EEO for ADR Professionals	PC6-31 ADR & Mediation for Employees	PC7-31 Preparing for Downsizing and Contracting Out
	PC5-51 Microsoft Excel 2000 - Level 2 (Computer Lab) <i>(Repeated from Monday, not a continuation)</i> PC5-52 Microsoft PowerPoint 2000 –Level 2 (Computer Lab) <i>(Repeated from Monday, not a continuation)</i>		
PC4-61 How to Be Assertive Without Being Pushy PC4-62 Leadership with Purpose Power and Poise PC4-63 The Woman Manager	PC5-61 Leadership Skills – Empowering the Leader PC5-62 The “Character Based” Workplace PC5-63 To Boldly Go Where No One Has Ever Gone Before: Leadership Skills for 2003 and Beyond!!!	PC6-61 Effective Supervisory Skills PC6-62 "Turn Your Group Into a Team"	PC7-61 It's a Jungle Out There!
PC4-71 Taking Control of Your Future		PC6-71 Managing Multiple Priorities	PC7-71 Effective Time Management Just for You

PRE-CONFERENCE COURSE DESCRIPTIONS

PC1-31

Title: Understanding Cultural Diversity (2 day course, Monday and Tuesday)

Dr. Cheri Moore

Description: The two-day workshop will educate those attending in all thirty areas of Cultural Diversity. The workshop offers an understanding of the issues that arise due to the differences between gender, age, religion, lifestyles, beliefs, physical capabilities and cultures that are needed to bring out the best in all of us. The creativity, flexibility and levels of commitment gained with others will empower. There will be activities and open discussions throughout the two-day workshop. This is done so that all attending can receive a hands-on approach that is guaranteed to be exciting, informative and lively.

PC1-61

Title: Essential Management Skills (2 day course, Monday and Tuesday)

Dr. Marc A. De Simone, Jr.

Description: "Essential Management Skills" is exactly what the name implies . . . a 2-day crash course in building the "hands-on" skills essential for success as a manager in government service. Those who attend will learn how to "manage things and lead people" . . . how to manage employee performance and meet organizational deadlines . . . how to move beyond resistance to change . . . the five functions of management . . . how to manage conflict, and many other practical skills in communication and effective human interaction through the use of power, authority, influence, and appropriate control.

PC1-91

Title: The Role of the Special Emphasis Program Manager (2 day course, Monday and Tuesday)

Carrolle A. Rushford

Description: A main objective for each of the special emphasis program areas is to work with management to identify potential EEO problems and develop workable solutions for each of the special emphasis program areas. The Special Emphasis Program Manager (SEPM) must have an understanding of anti-discrimination laws, possess good problem-solving skills to identify if discrimination exists and be able to present alternatives to management and employees in a positive manner. This course is designed to help the SEPM develop the skills necessary to do this.

Training Objectives

- Identify individual roles as SEPMS
- Understand the differences between EEO and affirmative employment
- Identify action items to implement program objectives
- Work with management and employees to overcome employment barriers

Note: Course content is designed for new SEPMS

PC2-11

Title: You and Your Organization: How to Overcome Obstacles

Toy Taira

Description: Is it so bad that you want to quit? Maybe not yet, but it's building. Learn how to face up to those obstacles in your workplace, discover your inner strengths and weaknesses, and become the best for yourself, for the ones you influence, and even for your organization. Learn how to use self-assessments and behavioral modifications to turn your work situation around and take control of your work and personal life. Be the leader you were meant to be. You, your organization, and those all around you, will benefit from this introspective method of self-soul searching and self-modifying behavior that produces better leadership results and a more contented YOU.

PC2-21

Title: How to Present Practical, Powerful Presentations

Bruce Clarke

Description: During this delightful session, participants will learn first hand the "do's and don'ts" of presenting practical, professional, and powerful presentations to various audiences. Topics will include dealing with desk side briefings, flipping out over flip charts, catastrophic computerized presentations and, finally, seeing your way through transparencies and overheads with finesse and grace. Continue to expand your professional education and polish your presentation skills by attending this enlightening presentation.

PC2-22

Title: Negotiation Skills/Customer Relations

Dr. Joan De Simone

Description: This program guides participants through the practice of Principled Negotiation as compared to the "Positional Bargaining" method of negotiation traditionally used. Based on the best selling book "Getting to Yes," this program expands to include negotiations conducted in a "Customer Service" environment in order to produce Customer Satisfaction.

PC2-23

Title: There Is One In Every Group - Really!!

Tara Herriott

Description: Do you "REALLY" want to win friends? Do you "REALLY" want to influence people? Well then, you "REALLY" need to recognize and understand the following:

- * Verbal communications
- * Non-verbal communications
- * Group communications
- * One-on-one communications
- * Evaluating your effectiveness
- * Targeting your speaking
- ** Your kind of communications!!!!!!

PRE-CONFERENCE COURSE DESCRIPTIONS

If you can master the art of communication, you will immediately recognize and understand that “ONE” in every group, REALLY!! What benefit is that to you? ... come and let's find out, have some fun, enjoy the learning and explore the success this program can bring to you and your life!!! Tara will have you roaring with a light-hearted approach to learning new communications skills that will enhance the rest of your life.

PC2-24

Title: *Achieving Your Dreams Through the Written Word (PEP)*

Dr. Marcia Riley-Elliott

Description: This session covers PEP™ (Processing, Editing, and Proofreading) techniques for producing effective writing that achieves the desired results. It focuses on incorporating the three Cs during the writing process. You will learn to improve your written communication skills through a review and practice of proofreading/editing principles and techniques.

PC2-25

Title: *You Said What???*

Janie Walters

Description: Laugh a lot! That's the guarantee of this workshop! Communication is the foundation of all relationships, from personal to professional. It is constantly cited as one of the most important skills in “getting ahead.” Gather tips to strengthen your listening skills, non-verbal skills, and speaking skills. Enjoy renewed confidence in your ability to communicate effectively.

PC2-31

Title: *EEO Complaints Process: How to Prepare Your Case*

Julius Crouch

Description: This seminar will cover the current EEO Complaints Process from the complainant's perspective. We will cover the entire process from the recognition of a discrimination problem through preparations to court. The early presentation will address those steps you need to take to avoid a discrimination complaint, followed by the steps you need to take in order to address the situation without going into the EEO process. If you have to file a complaint, this seminar will give you the step-by-step action you need to take to make the process easier and to improve your chances of prevailing.

PC2-32

Title: *Annual Update for EEO Professionals*

Greg Moore

Description: The EEOC MD 110 requires EEO professionals to annually have 8 hours of training to maintain certification to continue to operate in support of agencies' EEO programs. This interactive program is designed to eliminate the legal

jargon and get to real resolution. Threats don't work in dealing with EEO complaints. Real counseling and program management skills are necessary to move toward each organization's goal to accomplish the mission. This session includes understanding rights and responsibilities, effective interviewing, conducting the limited inquiry, options available to all employees, and conducting settlement discussions. Each attendee receives the Moore & Associates Rights and Responsibilities Quik Reference Checklist and the Negotiated Settlement Discussion Quik Reference Checklist.

PC2-33

Title: *The Diversity Manager Leadership Course*

Fred Soto

Description: This workshop provides personal insight into prejudice, racism, sexism, and other barriers to diversity in a multidimensional model of leadership. Straight Talk™ for Diversity Managers will help participants increase management and employee commitment to diversity by exposing participants to the latest tools and resources which increase the value and effectiveness of the diversity program. During the course, participants will learn the components of effective program management and how to determine the amount of support and guidance needed by the organization. Participants will receive constructive feedback and performance strategies from the author and guest facilitators through a variety of learning activities; brief role-plays, small group discussions, videos, behavior modeling, written exercises and a case study.

PC2-51

Title: *Microsoft Excel 2000-Level 2 (Computer Lab)*

New Horizons Computer Learning Centers

Description: Students will learn the skills and concepts necessary to create charts and to use the list-management capabilities of Excel 2000. You will create, modify and format charts; use graphic objects; sort and filter data.

(NOTE: Limited to 50 attendees)

PC2-52

Title: *Microsoft PowerPoint 2000– Level 2 (Computer Lab)*

New Horizons Computer Learning Centers

Description: Students will learn advanced features of PowerPoint, including customizing templates and the PowerPoint environment and making a presentation interactive by using hyperlinks and action buttons. You will also work with multimedia; work within the Office Suite; build interactive presentations; and collaborate on the web.

(NOTE: Limited to 50 attendees)

PC2-61

Title: *Leadership Skills for Women*

Carol Clendinen

Description: Due to collapsing organizational hierarchies and increasing workforce diversity, our understanding of

PRE-CONFERENCE COURSE DESCRIPTIONS

leadership is being redefined. Leadership now has multiple dimensions with leaders and followers interchanging roles as the situation demands. This program allows participants to explore leadership from three points of view. A highlight is the discovery of personal leadership characteristics and values.

PC2-62

Title: Managing the Generations

Peggy Morrow

Description: “The times, they are a changing” is a fact of the workforce of today. The rules that organizations used in managing employees of the past are no longer working with all the generations represented in the workplace of today. The challenges of managing and motivating today’s employees must be met with creative approaches and adjustments to the different motivators of the generations. Learn how to meet the challenges of dealing with and managing all the veterans, boomers, generation xers and nexters in your life.

Learn:

- The characteristics of each generation in the workforce of today
- Motivators that must be in place for each generation
- What it takes for mixed generations to work well together
- Why generations are in collision in some areas and what to do about it

PC2-63

Title: Team Empowerment for Peak Performance

Edie Raether

Description: In this “walk before you talk” action-oriented seminar, you will experience the elements of team building. Through actual hands-on, feet-first exercises and group activities, you will assess and develop your collective or team IQ. The team will maintain momentum and sustain optimal performance by mastering the dynamics of creative collaborating and strategic coaching

PC2-71

Title: How to Feel Good and Stay Positive No Matter What

Mary Kay Mueller

Description: Anyone can stay positive when the sun is shining, the kids are healthy and the new vehicle is in the driveway, but how do you stay positive when it feels like everything’s crashing in around you? Keep breathing, as author Mary Kay Mueller’s refreshing presentation helps put it all in a perspective that’s as positively powerful as it is practical!

In this all-day presentation, Mary Kay will remind us:

- How to feel better immediately, anytime you want to

- How to achieve your dreams and goals with greater ease and joy
- How to handle every challenge and setback more positively
- How to release worry and regret to increase your energy levels
- How to stay in positive communication with those around you
- How to make the best decision for you in every situation

PC2-72

Title: Gerontology – Realizing the Success of Elder Care Giving

Wilma Schmitz, Susan Relfe and Nancy Larson

Description: Set a course for the future as the Gerontology team, three aging specialists, lead participants through the obstacles of caring for older family members. This interactive day will...

- Reprogram beliefs about aging: Focusing on the realities of aging rather than the fears.
- Identify the obstacles of care giving: By learning when to change and when to stay on course.
- Arm the participants with adaptive resources: For the stages of change in mental, physical & social roles.
- Support the caregivers in their mission: Providing guidance in legal issues and concerns.
- Realize personal success: Respecting relationships & teamwork with others.

PC3-11

Title: Applying Your Personal Power

Venita Colbert

Description: You will find a flowing reservoir of talents within you. You will come to recognize the power within yourself. You CAN and WILL use your power-filled self to accomplish your goals and objectives, on the job, at home, and in your social life. You are overflowing with the strengths you need to overcome most life challenges. Using my Positive Change Cycle, we will map out your power and strategically build confidence that will move you up the career ladder, increase your professionalism, deal with the system, create other opportunities, and rid yourself of self-doubt. Get to the source of real power – within you!

PC3-12

Title: Who Am I And Where Am I Going?

Linda Fresh

Description: Many of us ask ourselves how we got to where we are in our lives – personal, professional, financial, spiritual, etc. – and where we are going from here? This workshop focuses on finding out how you got there and deciding where you want to go from here. Participants will learn life mapping, mind mapping, and goal setting techniques.

PRE-CONFERENCE COURSE DESCRIPTIONS

PC3-31

Title: *Dealing with Disability: Overcoming Handicaps in Communication in the Workplace*

Dorene Ludwig

Description: Confused about how to deal with a person with a disability? Do you have a visible disability that gets in your way of communicating with people? Do you have a disability that is invisible and don't know how to handle it? Come learn more about Defining Disability with an Overview of Related Issues including: Anecdotes and Notes from the Battlefield – Work Experiences with the Media Access Office (Organizational Liaison between the media/entertainment industry and people with disabilities); Societal view of People with Disabilities, Perceptions of people with disabilities in the workplace; “Mainstreaming” people with disabilities; Effect of Media on the view and treatment of people with disabilities; Is disability in your future?; Making Changes and Open Discussion.

PC3-61

Title: *Time Management*

Rosie Lumetta

Description: Time is the only coin of life; be careful or others will spend it for you! Is this how you feel....that all the key players in your life – your spouse, kids, co-workers, friends – are spending your time coins? Do you feel like you're moving through your day at warp-speed? Do weeks fly by and you can't remember where your time went? If this is an accurate description of how you feel, then this workshop is just the ticket for you. Because, when all the time coins of your life have been spent, you'll want to make sure that they were well spent doing the activities that you love; that energize you; and that give you satisfaction. This is an interactive workshop with individual and small group exercises where you'll learn how to determine exactly where your time is spent. You'll also learn how to eliminate self-defeating behavior along with learning new techniques to set personal priorities and delegate more work.

PC3-71

Title: *Getting That Job*

William Eason

Description: This program will supply participants with career management tools to help project a stronger, more professional image during a job interview. You will improve interview skills through understanding what to do and say and what NOT to do or say to ensure the success of the interview. This workshop will: define a job interview, explain the three phases of an interview, provide interview tips, and share employer comments on winning interviews.

PC4-21

Title: *If You Can't Say Anything Nice ... What Do You Say?*

Sarita Maybin

Description: Remember the old saying, “if you can't say anything nice, don't say anything at all.” Yet there are times when you may need to give constructive criticism or resolve a conflict situation. This workshop will provide the necessary tools to handle these challenging situations with tact and skill. Highlights will include a three-step process for confronting conflict, how to control your emotions in difficult situations, and how to respond to hidden agendas. PLUS, learn what to do when the conflict is with your boss.

PC4-61

Title: *How to Be Assertive Without Being Pushy*

Debra Washington Gould

Description: This course presents the concept of how to communicate so that you can influence others positively from your viewpoint. You will learn how to gain respect, build rapport with your peers and boss and how to be assertive without being aggressive, bossy and pushy.

PC4-62

Title: *Leadership with Power, Purpose and Poise*

Jeanette S. Hite and Laverne A. Parks

Description: The age old question is whether leaders are born or developed. Come learn the challenges and responsibilities of good leadership. Learn what people expect and respect from leaders with Power Purpose and Poise.

PC4-63

Title: *The Woman Manager*

Dr. Connie Sitterly

Description: What does it take to get on top and stay there? This presentation is based on the book by the same name, written by Dr. Connie Sitterly. You will learn how to maximize your present position, understand power and politics, lead, gain visibility, be taken seriously, identify career competencies and overcome career blocks, develop promotable skills, and network.

PC4-71

Title: *Taking Control of Your Future*

Dr. Pamela L. Prewitt and Dr. Connie S. Wardell

Description: Preparing for life after retirement from government service can be challenging. This session will address the psychological and financial issues surrounding retirement. The session will engage participants in exercises designed to help them make decisions for this new phase of their lives. Using the presenters' experience in investment clubs, the session will also educate participants on the usefulness of this type of educational experience.

PRE-CONFERENCE COURSE DESCRIPTIONS

PC5-11

Title: Soaring to Career Success

Dorothy Nelms

Description: This workshop is designed to be a motivational and learning experience from which participants leave inspired and ready to make decisions about their careers, lives, and goals. In this seminar, participants will acquire needed skills and abilities and develop strategies to attain career and personal goals and achieve organizational and personal power. Each will have a personalized plan of action to use immediately.

PC5-21

Title: Putting Punch & Power in Presentations

Marlene Chism

Description: If you are spending too much time preparing your presentation, this seminar will cut your learning time in half. Benefit from using the cluster technique and develop creative tricks to aid in memory retention. Discover the four main reasons presentations flop and have fun experimenting with various formats and props. Learn how to properly introduce yourself and why you should always write your own introduction when you are the speaker. Learn how to do an audience analysis and explore facilitation techniques to get 100% involvement.

PC5-22

Title: It's Not What You Say, But How You Say It

Tara Herriott

Description: "How many times have you been in a conversation where you thought..... IF ONLY I HAD NOT SAID IT THAT WAY!!!!!!" Your words can hurt or help you in every personal or professional situation. Tara will show you five ways to shatter ineffective communication patterns and replace them with powerful methods to increase your impact and influence. You'll leave better prepared to control your tongue and yet still get across the message you intend with just the *right emphasis* in just the *right way*. This session is about MORE... MUCH MORE than communication. It is about YOU possessing personal effectiveness in every aspect of your life. Let Tara give YOU the gift of... EXCELLENCE IN ACTION !!!

PC5-31

Title: Leading Through Differences

Nancy Lewis

Description: The workforce of the new millennium is more diverse than ever before. Diversity is not going to go away; it is a part of our daily business practices. To improve morale and productivity, the need for valuing our diverse internal and external customers is essential. As government agencies strive to expand customer base and impact the bottom line, appreciating and respecting difference must become a way of life. This workshop will provide a forum to discuss the relevance of diversity in the workplace today. We will share ideas that will heighten the employees' awareness of diversity

and the impact it can have on working relationships. We will discuss the importance of being sensitive to the cultural differences (i.e., language, communication style, and ethnicity, etc.) that exist in our working world. Participants will leave with a clearer understanding about the importance of appreciating and valuing diversity.

PC5-32

Title: EEO For ADR Professionals

Greg Moore

Description: Since 1991 federal agencies have tried to create ADR programs for the purpose of attempting to resolve disputes at the lowest possible level. Most agencies have adapted Mediation as their ADR method of choice. Thousands of employees have been certified to conduct mediation, but most have not been trained in those areas required by the EEOC to deal with complaints of discrimination. This session brings the Mediator into the next level of understanding of what they are really trying to resolve. Not understanding the rules of engagement, the legal and regulatory requirements necessary to conduct a Mediation session, many agreements were considered illegal, unethical, and non-binding. This day-long session allows the third party neutral to fully understand the depth of their responsibilities to resolve the dispute at the lowest possible level using Mediation as their ADR tool.

PC5-51

Title: Microsoft Excel 2000– Level 2 (Computer Lab)
(Repeated from Monday, not a continuation)

New Horizons Computer Learning Centers

Description: See PC2-51

(NOTE: Limited to 50 attendees)

PC5-52

Title: Microsoft PowerPoint 2000– Level 2 (Computer Lab)
(Repeated from Monday, not a continuation)

New Horizons Computer Learning Centers

Description: See PC2-52

(NOTE: Limited to 50 attendees)

PC5-61

Title: Leadership Skills – Empowering the Leader

Dr. Joan De Simone

Description: This highly interactive seminar assists participants in empowering the leader within themselves and others by mastering the ancient secrets of the four cardinal virtues: Wisdom, Courage, Inner-Order, and Justice and their subsidiary virtues (good habits for leaders), which are necessary for developing leadership skills. This seminar is based on the concepts of Dr. Joan De Simone's book by the same name and her upcoming second book on Women in Leadership.

PRE-CONFERENCE COURSE DESCRIPTIONS

PC5-62

Title: The “Character Based” Workplace

Dr. William Powell

Description: In this dynamic session, areas to be covered are 1) the examination of “Character Based” Attitude/ Personality, 2) inter-personal relationships at home and work, 3) your decisions and choices based on character and 4) the quality of your decisions and choices. People learn how to take their place at work based on their education and skills. What is missing is the Character that is crucial to the work ethic we grew up with but which some have lost along the way. The interactive workshop will include the identification of character flaws at work and how to re-tool character and integrity issues. Participants will learn how to inspire character and integrity in work and home relationships, as well as how to thrive and survive in an organization where decision making on a moral high ground is virgin territory. They will also learn “Character Based” mentoring and role modeling skills. This lively session will show participants how to mentor peers, subordinates and supervisors in positive character traits.

PC5-63

Title: To Boldly Go Where No One Has Ever Gone Before: Leadership Skills for 2003 and Beyond!!!

Janie Walters

Description: Few people are ever born great leaders. However, many people can be trained to think and act like a great leader. Using lots of laughter, group discussions, games, and audience participation, leaders of all ages and experience levels will be introduced to essential attitudes, tools, and qualities of great leaders.

PC6-11

Title: Gender Talk

Carolyn Duff

Description: Women and men learn the same language but we don’t always understand each other. This workshop takes a light yet serious look at factors that affect communication between women and men. The first rule in good male/female communication is to Not Take Offense. The second rule is to Understand in Order to Be Understood. Stories, facts, examples and exercises give participants an opportunity to have fun while improving their ability to communicate effectively with women and men at home and at work.

PC6-31

Title: ADR and Mediation for Employees

Julius Crouch

Description: This class is a look at the basics of ADR, with the focus on Mediation, as the most popular form of ADR used in the government today. This workshop will provide employees with the knowledge to participate in the process from the planning of the mediation session to the conclusion with an acceptable agreement. This process will be reviewed from the perspective of the employee’s participation with or without a representative.

PC6-61

Title: Effective Supervisory Skills

Sarita Maybin

Description: How do YOU rate as a supervisor? What does it take to keep your employees motivated? How should you respond to employees with “attitude” problems? Find out the answers to these questions and more in this fun and interactive workshop designed to help you take your supervisory skills to the next level!

PC6-62

Title: Turn A Group Into A Team

Dr. Connie Sitterly

Description: In the midst of a rapid changing, competitive business environment characterized by diversity, restructuring, downsizing and quality/service initiatives, teams drive the improvement process to accomplish more, better, faster. This course will help turn your group into a team, provide the guidance to avoid pitfalls of teaming, and create an esprit de corps in your workplace.

PC6-71

Title: Managing Multiple Priorities

Marion Stevens

Description: As we struggle in a work environment of doing more with less, it becomes more important every day to make every minute count. This seminar will offer you easy-to-live-with-strategies that will help you manage the need to be in two places at one time.

PC7-11

Title: Learning from Other Women – Mentoring

Carolyn Duff

Description: Women are a great resource of knowledge, wisdom and experience for other women – at work and in the community. This highly involving workshop encourages and prepares women to reach out to other women as mentors. Woman-to-woman mentoring takes many forms. Connections can be informal or formal. Protégés can have one mentor or women can form peer-mentoring pairs, create mentoring circles to take advantage of short term and specifically focused mentoring opportunities. In this workshop you will be introduced to the female mentoring style and its many expressions. You will have opportunities to mentor and be mentored, and you will leave prepared to initiate a mentoring connection that will enhance both your life and your career.

PC7-21

Title: Conflict Resolution

Debra Washington Gould

Description: Conflict – the tension that exists when people or organizations have conflicting or competing goals – is on the increase. This course is designed to aid participants in recognizing conflict, understanding its impact, and building skills to aid in maintaining emotional control.

PRE-CONFERENCE COURSE DESCRIPTIONS

PC7-31

Title: Preparing for Downsizing and Contracting Out
Julius Crouch

Description: This class is an overview of the methods used to contract out government jobs. This course will provide background information that employees need to prepare for the changes that are taking place throughout government. This course provides a foundation for all employees to prepare for their future and to avoid the pitfalls of those who have already experienced this situation.

PC7-61

Title: It's a Jungle Out There!
Lawrence Gardner

Description: "It's a Jungle Out There" is a highly entertaining and engaging workshop on identifying, profiling, and utilizing the "emotional ecology" of group dynamics in order to develop and maximize effective strategies. A fun exercise in introspection will lay the groundwork for interactive group awareness. Set in the "jungle" you will discover and recognize why your individual traits and talents are necessary to optimize positive results in both your personal and professional relationships. At the conclusion of the workshop you will take home your very own highly personalized jungle character, a big smile, and a light heart. Whether your goal is a successfully completed project or a "total team based" effective organization, these survival skills will assist you in managing and delegating responsibilities fairly and appropriately. Come along and join in the excitement and fun of "It's a Jungle Out There!"

PC7-71

Title: Effective Time Management Just for You
Marion Stevens

Description: The Personality Based Time Management Seminar will help clear away the rules and rhetoric and offer you easy-to-live-with-strategies that will benefit everyone from the compulsively organized to the totally disorganized, in an entertaining and enlightening environment. The workshop offers practical solutions to everyday planning situations in business and at home with meaningful and enjoyable exercises.

2002 PRE-CONFERENCE REGISTRATION FORM

(This form is to be used for Pre-Conference Training Only)

PROGRAM IMPORTANT DATES...

Early Registration by May 17, 2002 (after this date, regular rates apply).

After July 5, 2002, register onsite at the Rosen Centre Hotel.

Pre-Conference Training is separate and apart from NTP Training.

Pre-Conference Training fees are NOT included in the NTP registration fee.

Cancellation Policy

- Written request must be received by July 10, 2002.
- A \$50 processing fee will be charged for cancellation.

CHILDCARE

Childcare is not provided. However, if you need references of facilities or services in the Orlando area, please e-mail or fax us your requirements. A committee member will forward this information to you.

WEBSITE:
www.few.org

Last name			First Name			Middle Initial		
Agency			FEW Membership No.			Chapter No./Name		
Address (home/work – Please circle which)								
()			()			()		
City			State		Zip Code		FAX Number	
()			()			()		
Work Phone				Home Phone				

E-Mail Address (Note: To receive a confirmation letter, a FAX number or e-mail address must be provided)

NTP Registration/Discounts

	Early Bird By May 17	After May 17	
2-Day Pre-Conference	\$300	\$375	_____
1 Day Pre-Conference	\$200	\$250	_____
1/2 Day Pre-Conference	\$100	\$125	_____
FEW Membership Dues	\$ 35	\$ 35	_____
TOTAL			_____

Pre-Conference Workshop Registration

SPECIAL ACCOMMODATIONS: List reasonable accommodations you may need. A committee member will contact you personally. (Please specify)
Dietary Need _____ Interpreter _____ Other _____

Workshops and activities are available on a first-come, first-served basis, make 1st, 2nd & 3rd choices. PLEASE USE WORKSHOP REFERENCE CODE (i.e., PC 1-1)

	1 st	2 nd	3 rd
Two Day Workshop (Monday and Tuesday)	_____	_____	_____
One-Day – Monday 7/22	_____	_____	_____
Half Day – Monday a.m.	_____	_____	_____
Half Day – Monday p.m.	_____	_____	_____
One Day – Tuesday 7/23	_____	_____	_____
Half Day – Tuesday a.m.	_____	_____	_____
Half Day – Tuesday p.m.	_____	_____	_____

2002 PRE-CONFERENCE REGISTRATION FORM

Please send payment to FEW 2002 NTP. A check, money order, credit card number or Purchase Order must accompany this form.

4 EASY WAYS TO REGISTER

Check/Money Order
 Credit Card
 Purchase Order

1. BY E-MAIL
FEW@kscems.ksc.nasa.gov

2. BY PHONE
321.861.3554
Credit Card Only
Complete the registration form prior to calling.

3. BY FAX
321.861.8895
Credit Card Only
Complete the registration form prior to faxing.

4. BY MAIL
2002 NTP
P.O. Box 21201
Kennedy Space Center,
Florida 32815
Check, Credit Card or Govt. Purchase Order

Credit Card Information: Visa or Master Charge ONLY

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Card Type **Account Number** **Expiration Date**

Cardholder Name (please print) **Billing Contact**

Authorized Signature

Billing Address (Including Agency Name)

City **State** **Zip Code**

Purchase Order Information — 2002 NTP Tax ID: 59-3693739

PO Number **Billing Contact**

Billing Address (Include Agency Name)

City **State** **Zip Code**

Demographic Information

1. Number of FEW National Training Programs Attended:
 _____ First Time _____ Times
2. Years as a member of Federally Employed Women

3. Current Years of Federal Service _____
4. Grade Level (Check one)
 _____ GS 1-4 _____ GS 16+ or SES
 _____ GS 5-8 _____ WG/WS/WL
 _____ GS 9-12 _____ Military Rank
 _____ GS 13-15 _____ Other _____
 _____ GM 13-15
5. Series _____
6. _____ Female _____ Male
7. Employer: _____ Federal Government
 _____ State Government _____ Local Government
 _____ Private Industry _____ Non-Profit

8. Check one (if applicable)
 _____ FWPM _____ F/T _____ P/T
 _____ SEPM _____ F/T _____ P/T
 _____ EEO _____ F/T _____ P/T
 _____ HEPM _____ F/T _____ P/T
 _____ EEO Committee
 _____ Manager, Non-EEO
9. Are you a member of a designated minority group?
 _____ Native American
 _____ Alaskan Native
 _____ Asian/ Pacific Islander
 _____ Black/ African American
 _____ Hispanic
10. Are you being funded by your agency to attend this training?
 _____ Yes _____ No
11. Retirees: Grade/Series/Rank at retirement
 _____ Grade _____ Series _____ Rank

KEYNOTE SPEAKER

**Wednesday, July 24, 2002, Opening Session, 8:30 a.m.
Fred Soto, Straight Talk™ Enterprises**

To formally open the 33rd National Training Program, Federally Employed Women, Inc. (FEW) is proud to have Mr. Fred Soto as Keynote Speaker. Fred Soto, Ph.D. is an internationally respected motivational speaker, author and seminar leader who has helped a quarter of a million people and hundreds of organizations improve their performance. His career experience includes national and regional leadership positions in the fields of Diversity Human Resources and Organizational Effectiveness.

An expert in management science, he is the author of two widely acclaimed books *“Diversity: Straight Talk for the Trenches”* and *“Managing Diversity in the New Reality – A Handbook for Program Managers.”* His topics are derived from twenty years of his personal research into effective leadership, organizational behavior and personal effectiveness.

He has been a keynote speaker and seminar leader for over 400 conferences and hundreds of leading organizations. His strategies for change have been presented in the White House Conference Center, the Equal Employment Opportunity Commission, George Washington University, the Smithsonian Institute and many private sector organizations.

His numerous awards from professional associations and civil rights groups include a lifetime achievement award for “international leadership and training excellence.”

FEW has invited Jeb Bush, Governor of Florida, Roy D. Bridges, Jr., Center Director of Kennedy Space Center, Mayor Glenda Hood and Kay Coles James, Director of the Office of Personnel Management to offer welcoming remarks. It is expected that FEW’s coalition partners BIG, FAPAC, and IMAGE will have a representative to offer a welcome at opening session.

**Friday, July 26, 2002, NTP Closing Plenary Session, 10:30 a.m.
Fred Soto, Straight Talk™ Enterprises**

The 2002 NTP is breaking new ground by offering Mr. Fred Soto as both Opening Session and Closing Session Keynote Speaker. Mr. Soto will be here at the NTP all week visiting with attendees. He will close the 33rd NTP by highlighting the week’s activities, offering methods for implementing what you’ve learned, and how to sustain those valuable contacts you’ve made by networking.



DIVERSITY LUNCHEON

Thursday, July 25, 2002

11:30 a.m. to 2:00 p.m.

A major event at the NTP is the Diversity Luncheon on Thursday July 25th. Lunch will be served and the cost is included in your registration fee. This year's luncheon theme is entitled, "Creating Out-of-the-Box Magic for Diversity." Immediately following the luncheon there will be a panel discussion. Facilitating the discussion will be Arlena Fitch-Gordon, FEW National Vice President for Diversity. The panelists for this special program will come from such wide-ranging backgrounds as Hispanic American, Elder, African-American, Asian-Pacific Islander, Native American, and Physically Challenged. Following the panel discussions will be an audience question and answer session.

NTP REGISTRATION INSTRUCTIONS

Use the NTP Registration Form on page 39/40 to register for the NTP General Session Workshops. As registration fees are based on receipt date, please pay careful attention to the dates and rates outlined on the form.

Registrant Information: Complete all entries and ensure a contact number is provided in case of questions. One form must be completed for each attendee. Please note that a FEW membership number must be provided in order to receive the membership rate. The non-membership rate will be billed if a membership number is not included.

Confirmation Letters: In order for you to receive a confirmation letter, a fax number or an e-mail address must be provided.

Registration Costs:

Full NTP Registration includes NTP workshops, plenary sessions, conference kits and admittance to all food functions (Networking reception, opening session breakfast, and Diversity Program luncheon). Select workshops in all four sessions

Partial NTP Registration includes admittance for one day only, up to two workshops. Partial Registration does not include a conference kit or food function tickets. Additional fees will be charged for all food functions (see form for event and fee).

Workshop Selections: Due to anticipated demand for some subjects, we ask that you indicate first, second, and third choice of workshop sessions. Every effort will be made to place you in the workshop of highest interest. Be sure you take notice of workshops on Thursday that are all day sessions and select both sessions.

Any workshop session not meeting the minimum of fifteen participants by July 5, 2002, will be cancelled and participants moved to another workshop choice.

FEW reserves the right to substitute or cancel workshops due to unforeseen circumstances. Every effort will be made to substitute a comparable workshop. Such substitutions will be announced during the NTP general sessions and posted in the Registration Area.

Additional Event Tickets: Additional tickets may be purchased for the Tuesday night Networking Reception (Hurricane Party), the opening session breakfast, and Diversity Program luncheon, and any special event tours. Please indicate the number of tickets desired and include their cost in your final remittance.

Payment Information: Registration fees may be paid via check, money order, Visa, MasterCard, or Government Purchase Order. **PLEASE NOTE:** A \$50.00 processing fee will be charged for rejected credit cards.

Additional Information: Should you wish more information, please call (321) 861-3554 and leave a message, FAX (321) 861-8895, or contact us at www.few.org.

Mailing Address: Complete registration form along with payment should be mailed to:

**2002 FEW National Training Program
P.O. Box 21201
Kennedy Space Center, FL 32815**

Cancellation Policy: All cancellations must be in writing and received by July 10, 2002, including your name, address, telephone number, and a copy of your Registration Form with reason for cancellation. Substitutions may be made with proper written documentation. A \$50.00 cancellation-processing fee will be charged on all cancellations.

NTP WORKSHOPS AT-A-GLANCE

CATEGORY	WEDNESDAY, July 24, 2002 1:00 p.m. to 4:00 p.m.	THURSDAY, July 25, 2002 8:00 a.m. to 11:00 a.m.
10 Career Enhancement	GS1-11 Dressing for Success – Personality Plus GS1-12 Self Esteem and the Workplace	GS2-11 Math Refresher (<i>All day session, select GS3-11 for p.m. Session</i>) GS2-12 Getting That Job GS2-13 Who Am I and Where Am I Going? GS2-14 How Work Affects Your Home and How Home Affects Your Work GS2-15 How To Stay Employable GS2-16 Beatitudes for the Bureaucracy
20 Communications Skills	GS1-21 Putting Punch & Power in Presentations GS1-22 Tell It Like It Is: It's Your Autobiography! GS1-23 Listening for Heaven's Sake GS1-24 Gender Talk	GS2-21 Do You Have Hardening of the Attitude? GS2-22 If You Can't Say Anything Nice, What Do You Say?
30 EEO & Human Resources	GS1-31 Dealing with Disability: Overcoming Handicaps in Communication in the Workplace GS1-32 Diversity – Embracing Cultural Synerg	GS2-31 Privileged Americans
40 FEW, Legislation & Women's Issues	GS1-41 Maximizing Your Federal Future Through Membership in FEW GS1-42 Federal Women's Program Manager Forum	GS2-41 Military Women's Forum GS2-42 Understanding Your Government Retirement Benefits GS2-43 FEW Chapter Officer Training, Part I (<i>All day session, select GS3-41 for p.m. Session</i>) GS2-44 FEW Regional Manager/Regional Representative Training (<i>All day session, select GS3-43 for p.m. Session</i>) GS2-45 Federal Women's Program Manager Forum (<i>Repeat of morning session, not a continuation</i>) GS2-46 FEW New Member Orientation
50 Information Technology	GS1-51 Introduction to HTML (<i>Computer Lab</i>) GS1-52 Introduction to HTML (<i>Computer Lab</i>)	GS2-51 Microsoft Excel Level 2 (<i>Computer Lab</i>) All day session, select GS3-51 for p.m. Session GS2-52 Microsoft PowerPoint 2000 Level 2 (<i>Computer Lab All day session, select GS3-52 for p.m. Session</i>) GS2-53 Understanding the Web and Managing a Site
60 Management & Leadership	GS1-61 Women In Leadership GS1-62 It's a Jungle Out There! GS1-63 Effective Supervisory Skills GS1-64 People Power - Keeping Yourself and Your Staff Fired Up & Motivated GS1-65 Dynamic Management For the 21 st Century GS1-66 Influencing Without Authority GS1-67 Normal is Gone and It Won't Be Back	GS2-61 Time Management GS2-62 "Character Based" Personal and Team Leadership
70 Personal Effectiveness	GS1-71 Effect a Positive Change in Others GS1-72 You've Got What It Takes GS1-73 Energy Management – How to Improve Your Positive Energy Levels GS1-74 Steering Clear of Stress in Times of Transition GS1-75 Be All You Can Be & Survive to Tell About It! GS1-76 Do You See What I See? Do You Know What I Know?	GS2-71 Maintaining Balance – Home, Family and Entrepreneurship – A Choice for Women GS2-72 The Superwoman Complex GS2-73 Credit Resolution GS2-74 The Garbage Truck Comes on Tuesday and Friday
80 The Next Chapter	GS1-81 Living Past a Parent's Illness	GS2-81 Take Charge of Your Life – Learn How to Reduce & Control Stress GS2-82 Finding Your Space When It's Your Turn To Be the Care Giver

NTP WORKSHOPS AT-A-GLANCE

THURSDAY, July 25, 2002 2:30 p.m. to 4:30 p.m.	FRIDAY, July 26, 2002 8:00 a.m. to 10:00 a.m.	FRIDAY, July 26, 2002 10:30 a.m. to 12:30 p.m.
<p>GS3-11 Math Refresher (<i>Continuation of GS2-11 from a.m.</i>) GS3-12 Dressing for Success – Personality Plus (<i>Repeat of a.m. session, not a continuation</i>) GS3-13 Seeing Change as Leading to Growth and Improvement GS3-14 Sisters Together: Breaking Barriers To Achieve Our Dreams GS3-15 Professionalism and Prosperity GS3-16 You Want Me To Do What, by When?</p>	<p>GS4-11 Never Ask a Cactus For a Helping Hand</p>	<p>NTP Closing Plenary Session Keynote Speaker: Fred Soto, Straight Talk Enterprises</p>
<p>GS3-21 Public Speaking is a Piece of Cake GS3-22 Negotiating For What You Want</p>	<p>GS4-21 Effective Hotel Contract Negotiations GS4-22 Negotiation Skills GS4-23 Parliamentary Procedures for Productive Meetings GS4-24 Write in Plain English (<i>WIPE</i>)</p>	
<p>GS3-31 EEO Complaints Process and Overview GS3-32 ADR From a Complainant's Prospective GS3-33 Dealing With EEO Burnout</p>	<p>GS4-31 Preparing for Downsizing & Contracting Out GS4-32 Diversity Is Like a Mirror GS4-33 Sexual Harassment – The Real Deal GS4-34 Diversity in the Federal Workplace</p>	
<p>GS3-41 FEW Chapter Officer Training, Part II (<i>Continued from a.m. session GS2-43</i>) GS3-42 Legislative Update GS3-43 FEW Regional Manager/Regional Representative Training (<i>Continued from a.m. session GS2-44</i>)</p>	<p>GS4-41 Social Security: Planning for Your Future GS4-42 FEW Awards Training GS4-43 FEW National Board Orientation (<i>mandatory for newly elected BOD</i>) GS4-44 Legal Education Fund (LEF) Briefing GS4-45 Freedom of Information Act (FOIA) Briefing GS4-46 Understanding Your Government Retirement Benefits GS4-47 Catapult Your FEW Membership Numbers</p>	
<p>GS3-51 Microsoft Excel Level 2 (<i>Continuation of Session GS2-51</i>) GS3-52 Microsoft PowerPoint 2000 Level 2 (<i>Continuation of Session GS2-52</i>)</p>	<p>GS4-51 Email Etiquette</p>	
<p>GS3-61 Setting and Measuring Goals and Objectives GS3-62 Leadership Skills – Empowering the Leader Within GS3-63 Professionalism and Its Impact On Your Career</p>	<p>GS4-61 The Six Steps of Effective Delegation GS4-62 Focus on You GS4-63 What Does Riding Your Own Motorcycle Have to Do With Leadership GS4-64 Popeye and Popsicles or POP Goes the Weasel: “Humor for Life”</p>	
<p>GS3-71 Buy a Car Without Getting Ripped Off GS3-72 Celebrating Life GS3-73 Legal Checkup For the Sandwich Generation GS3-74 Crime Prevention for the Private Citizen GS3-75 How to Build a Solid Credit Foundation for Life</p>	<p>GS4-71 Terrorism: What Is It? GS4-72 Discovering the Uniqueness of You</p>	
<p>GS3-81 10 Commandments for Self-Empowerment GS3-82 Menopause and Me</p>	<p>GS4-81 Elder Hostel GS4-82 Women's Health Issues – How to Keep the Energy Flowing</p>	

GENERAL SESSION WORKSHOPS DESCRIPTIONS

GS1-11

Title: Dressing for Success – Personality Plus
Catherine Eyer and Melinda Crawford

Description: “Dressing for Success” is a fun “audience-interactive” educational program addressing the power of first impressions. When people meet you for the first time, they make 11 different assumptions about you within the first 30 seconds based purely upon what they see. Learn the secrets to looking your best! Discover the power of color! Learn how to look 10 pounds thinner! Discover your body type so you can choose the best clothing styles. Learn about your communication style so you can be more effective in the workplace and home. They will also be offering makeovers at their booth in the Exhibit Hall.

GS1-12

Title: Self Esteem and the Workplace
Dr. Cheri Moore

Description: Learn how self-esteem can affect your work environment positively as well as negatively. Learn what you can do to increase your levels of self-esteem and inward motivation.

GS1-21

Title: Putting Punch & Power in Presentations
Marlene Chism

Description: If you are spending too much time preparing your presentation, this seminar will cut your learning time in half. Benefit from using the cluster technique and develop creative tricks to aid in memory retention. Discover the four main reasons presentations flop and have fun experimenting with various formats and props. Learn how to properly introduce yourself and why you should always write your own introduction when you are the speaker. Learn how to do an audience analysis and explore facilitation techniques to get 100% involvement.

GS1-22

Title: Tell It Like It Is: It’s Your Autobiography!
Venita Colbert

Description: An in-depth look into your personal make up. You get the opportunity to examine your true self. You will identify and analyze your stages of life development. You will be able to trace your life back to childhood and beyond to answer questions you’ve had about your personality, behavior, and perspectives on life. You’ll find out why you applied and did not apply yourself in many instances. Most importantly, you can FIX yourself and clean up your act. This is a character building, self-identifying approach to changing one’s choices.

GS1-23

Title: Listening for Heaven’s Sake
Lillian Cooke

Description: This is a fun, interactive workshop dealing with a lost art – listening. In this workshop we discuss “The Fax about Communication.” “Barriers to Communication.” “Adverse Advisors (which is a really fun filled block),” “RADAR Listening”, and end with the acrostic “RESPECT” to help remember the key points of the workshop. This workshop was developed because, “Just about everyone I know is a problem, has a problem or lives with a problem.” Effective communication can prevent and solve a lot of problems.

GS1-24

Title: Gender Talk
Carolyn Duff

Description: Women and men learn the same language but we don’t always understand each other. This workshop takes a light yet serious look at factors that affect communication between women and men. The first rule in good male/female communication is to Not Take Offense. The second rule is to Understand in Order to Be Understood. Stories, facts, examples and exercises give participants an opportunity to have fun while improving their ability to communicate effectively with women and men at home and at work.

GS1-31

Title: Dealing with Disability: Overcoming Handicaps in Communication in the Workplace

Dorene Ludwig

Description: Confused about how to deal with a person with a disability? Do you have a visible disability that gets in your way of communicating with people? Do you have a disability that is invisible and don’t know how to handle it? Come learn more about Defining Disability with an Overview of Related Issues including: Anecdotes and Notes from the Battlefield – Work Experiences with the Media Access Office (Organizational Liaison between the media/entertainment industry and people with disabilities); Societal view of People with Disabilities, Perceptions of people with disabilities in the workplace; “Mainstreaming” people with disabilities; Effect of Media on the view and treatment of people with disabilities; Is disability in your future?; Making Changes; Open Discussion.

GS1-32

Title: Diversity – Embracing Cultural Synergy
Edie Raether

Description: Following is an outline of this dynamic, interactive workshop. Edie Raether brings high energy and enthusiasm to her workshops. She will speak on these topics and much more!

- Integrating Mental Diversity and Thinking Styles: A Whole-Brain State of Mind
- Multi-Cultural Work Teams: Developing a Pluralistic Work Force

GENERAL SESSION WORKSHOPS DESCRIPTIONS

- Valuing Diversity: More than Equal Opportunity
- Understanding Cultural Behaviors and Expectations
- Learning the Cultural Etiquette of Communication
- Performance Evaluation in a Diverse Organization
- Captives of Culture: Behavioral “Software” that Programs Us All!

GS1-41

Title: Maximizing Your Federal Future Through Membership in FEW

Jeanette Miller and Freda Kurtz

Description: This workshop will provide you Fuel to Maximize Your Federal Career” and (1) Provide key information on FEW – its purpose, history, accomplishments, and how it represents YOU; (2) Explain the importance of coalition partners and how partnerships influence the passing of legislation affecting your benefits and government employment; and (3) Reveal how FEW partners with the Federal Women’s Program to best represent women in Government. MAKE BIG STRIDES TOWARDS YOUR FEDERAL FUTURE by joining experienced FEW leader Freda Kurtz and Jeanette Miller, Past National FEW Presidents.

GS1-42

Title: Federal Women’s Program Manager Forum

Jean Parker and Patricia Wiggins

Description: This course is designed by departmental and agency headquarters-level Federal Women’s Program Managers (FWPMs) from Washington, D.C. for all FWPMs at any level. The workshop is designed for FWPMs to learn about their roles and responsibilities, to share ideas on preparing a work plan, forming an advisory committee, planning and executing education and awareness events and to identify program resources.

GS1-51

Title: Introduction to HTML4.0-Level 1 (Computer Lab)
Two classes offered in this subject area.

New Horizons Computer Learning Centers

Description: Students will learn HTML code. You will learn to format text, add local and remote links, add graphics and sound; and set body and background attributes.

(NOTE: Limited to 50 attendees)

GS1-52

Title: Introduction to HTML4.0-Level 1 (Computer Lab)
Two classes offered in this subject area.

New Horizons Computer Learning Centers

Description: Students will learn HTML code. You will learn to format text, add local and remote links, add graphics and sound; and set body and background attributes

(NOTE: Limited to 50 attendees)

GS1-61

Title: Women In Leadership

Carol Clendinen

Description: Due to collapsing organizational hierarchies and increasing workforce diversity, our understanding of leadership is being redefined. Leadership now has multiple dimensions with leaders and followers interchanging roles as the situation demands. This program allows participants to explore leadership from three points of view. A highlight is the discovery of personal leadership characteristics and values.

GS1-62

Title: It’s a Jungle Out There!

Lawrence Gardner

Description: “It’s a Jungle Out There” is a highly entertaining and engaging workshop on identifying, profiling, and utilizing the “emotional ecology” of group dynamics in order to develop and maximize effective strategies. A fun exercise in introspection will lay the groundwork for interactive group awareness. Set in the “jungle” you will discover and recognize why your individual traits and talents are necessary to optimize positive results in both your personal and professional relationships. At the conclusion of the workshop you will take home your very own highly personalized jungle character, a big smile, and a light heart. Whether your goal is a successfully completed project or a “total team based” effective organization, these survival skills will assist you in managing and delegating responsibilities fairly and appropriately. Come along and join in the excitement and fun of “It’s a Jungle Out There!”

GS1-63

Title: Effective Supervisory Skills

Sarita Maybin

Description: How do YOU rate as a supervisor? What does it take to keep your employees motivated? How should you respond to employees with “attitude” problems? Find the answers to these questions and more in this fun and interactive workshop designed to help you take your supervisory skills to the next level!

*GS1-64

Title: People Power - Keeping Yourself and Your Staff Fired Up and Motivated ***CANCELLED**

Peggy Morrow

Description: Seventy percent of organizations list “lack of employee motivation” as the most annoying problem in their organization. Keeping employees motivated, avoiding excessive turnover and increasing productivity is a key challenge in today’s workplace. A manager’s job is much more than intervening when things go wrong.

Learn:

- The five “R’s” of motivating entry-level staff
- How to tap into the intrinsic motivators of your people

GENERAL SESSION WORKSHOPS DESCRIPTIONS

- Demotivators in the workplace
- Assessing your motivation gaps
- Reward and recognition ideas

GS1-65

Title: Dynamic Management For the 21st Century

Dorothy Nelms

Description: Many new challenges and some unresolved ones from the 20th Century, will be facing managers in the 21st Century. They include: managing increasing technology and closing the gap in technological skills; developing and managing diversity; developing and maintaining new customer bases; and increasing globalization to name a few. This session will focus on four primary skills to be effective: leadership, motivation, communication and creativity.

GS1-66

Title: Influencing Without Authority

Dr. Connie Sitterly

Description: As more and more companies reorganize along the lines of a horizontal structure as opposed to the vertical style of management, those who need to get action from other employees are not necessarily those in charge. As responsibilities increase, smooth operations and productivity of the organization depend on the ability to collaborate for common goals. Influencing Without Authority deals with the challenges of those who face increasing responsibilities without having the mandated authority to demand results from others. Participants will receive the tools to achieve goals, build confidence and collaboration, lead and deal more effectively with others.

GS1-67

Title: Normal is Gone and It Won't Be Back (Coping With and Embracing Change)

Janie Walters

Description: This highly interactive, funny, and thought-provoking session tackles a subject at the very heart of stress: CHANGE. The content requires us to come to grips with the reality of change; it encourages enthusiasm in change; and it offers motivational strategies for persevering during change.

GS1-71

Title: Effect a Positive Change in Others – Learn to Deal with Difficult People

Joyce Duco

Description: Attempting to help others become positive requires some understanding about why certain people are negative in the first place. We also need to understand "attitude." Where does it come from? How does it affect our health, happiness, personal and professional successes? Learn to use the mind/brain to break negative habits/attitudes and develop positive ones. Also learn effective communication skills and how to use the power of suggestion to motivate, encourage and achieve positive results.

GS1-72

Title: You've Got What It Takes!

Debra Washington Gould

Description: Discover techniques and strategies that work for entrepreneurs. Learn to build the right mental attitude to create your vision. Realize that you've got what it takes to live your dreams. The desire and passion is yours when you believe and commit to these action steps: discovering and promoting your uniqueness, establishing successful business goals, and learning a systematic approach to marketing your ideas.

GS1-73

Title: Energy Management – How to Improve Your Positive Energy Levels

Barbara Gray

Description: Energy Management is a performance oriented, highly motivating, and cost-effective program designed specifically for government employees. It is the most pertinent program available to change the energy level of employees from the moment class begins. The long-term benefits include: increased job performance, improved health, productivity and incentive to do a job well done. The results are guaranteed. The one-minute techniques are simple and easy, non-technical and can be done in a moment anywhere, anytime! Employees can go through the energy increasing techniques in just a few minutes.

GS1-74

Title: Steering Clear of Stress in Times of Transition

Mary Kay Mueller

Description: Mergers, reorganization and reductions are common transitions in today's organizations. This seminar will provide you the skills and tools for guiding yourself and others through the stress of transition. Times of transition test us as nothing else can; people tend to fall out of balance and their insecurities are brought to the surface. Every adversity makes us either bitter or better. Discover how to keep performance, morale, and satisfaction high when security and stability seem low. This workshop teaches:

- The stages of personal transition
- How to prevent fear and worry from draining employee energy
- How to help others gain a sense of control in the midst of the transition
- Four steps to uncovering the "real problem"
- The power and art of focus during chaos
- The most effective technique for dealing with stressed out co-workers

GENERAL SESSION WORKSHOPS DESCRIPTIONS

GS1-75

Title: *Be All You Can Be & Survive to Tell About It: Stress Management*

Marion Stevens

Description: Stress is measured by the beholder. What is stressful to one person motivates the other. Yet much of our motivation comes because of stress. This workshop will give you hands-on learning tools to understand and manage the stress in your life to get the greatest motivation.

GS1-76

Title: *Do You See What I See? Do You Know What I Know?*

Joyce Walden

Description: Participants will learn how to analyze their credit reports. For a free credit analysis, please order your credit reports ahead (at least two to three weeks before the seminar) at the following: Equifax 1 800 685-5000/www.Equifax.com, Transunion at 1 800 851-2674/ www.Transunion.com, and Experian at 888 397-3742/www.Experian.com. Participants are asked to bring the three credit reports to the workshop. Understand what the creditors are looking for when making a decision to extend credit. Learn how to stop creditors from soliciting and making inquiries into your credit profile. Attendees will learn what to leave on the reports and what to have removed. Learn when it is appropriate to have your credit report requested or pulled by a creditor, how a creditor can determine when you are having financial problems or if you are shopping for a certain commodity. Know the most efficient way to contact the credit reporting agencies and get results!

GS1-81

Title: *Living Past a Parent's Illness*

Marie Lopez

Description: When a parent is diagnosed with a debilitating illness it can be one of the most difficult challenges you can encounter. The diagnosis can leave you, as the adult child, feeling frightened as you come to the realization that it is your responsibility to care for the parent who once cared for you. The proper term is role reversal. Knowledge of your situation, the ability to care for yourself as the caregiver and the skill to provide your loved one with the level of care he or she requires are among some of the areas that will be covered in this session.

GS2-11

Title: *Math Refresher (All day session, select GS3-11 for Part II p.m. Session)*

Linda Bors

Description: **** Please bring a basic hand-held calculator with you**** Part I – Percents: Understand and learn percents, and the relationship between percents, decimals, and fractions. Solve percent problems using proportions and equations; plus set up and solve common applied problems using percents.

GS2-12

Title: *Getting That Job*

William Eason

Description: Supplies participants with career management tools to help project a stronger, more professional image during a job interview. Participants will improve interview skills through understanding “what to do or say” and “what not to do or say” to ensure the success of an interview. The workshop will: define a job interview, explain the three phases of an interview, provide interview tips, and share employer comments on winning interviews.

GS2-13

Title: *Who Am I and Where Am I Going?*

Linda Fresh

Description: Many of us ask ourselves how we got to where we are in our lives – personal, professional, financial, spiritual, etc. – and where we are going from here? This workshop focuses on finding out how you got there and deciding where you want to go from here. Participants will learn life mapping, mind mapping, and goal setting techniques.

GS2-14

Title: *How Work Affects Your Home and How Home Affects Your Work*

Dorene Ludwig

Description: Are you getting the basics in your life? Do you have Food for Thought that gives you a little zest and “Tang?” Have Shelter that provides a pressurized chamber with life-support and a launch pad for your endeavors? Do you know how to immunize yourself against toxins and “dis-ease” in your nerve center, or do you go into orbit over the slightest thing? Learn how to fight epidemics of depression, tension, negativity, and anger and how to Weather any Storm. Do you have trouble separating primary needs from secondary essentials? The little things DO count – for you AND against you. Here's a chance to make the reentry into your workplace after this conference a more meaningful one.

GS2-15

Title: *How To Stay Employable*

Bert Henderson and Phoenix McKinney

Description: Big changes are happening everywhere in our world. Some experts even tell us that change itself is changing. It is happening faster and bringing with it more fundamental transitions in our lives and work than ever before. Those who are employed are feeling less sure of a secure future in their jobs, their companies and their industries. This workshop will help you understand what is happening; then will help you plan and prepare yourself for a “goof-proof” career in a changing and uncertain environment.

GENERAL SESSION WORKSHOPS DESCRIPTIONS

GS2-16

Title: *Beatitudes for the Bureaucracy*

Bobbe L. Sommer

Description: How often are you bogged down by senseless rules and regulations that are strictly enforced? How many times have you pulled your hair out trying to get a project through layers and layers of distorted communications? Come and learn how to keep your spirit alive when dealing with bureaucratic madness.

GS2-21

Title: *Do You Have Hardening of the Attitude?*

Tara Herriott

Description: Do you have hardening of the attitudes??? As each of us pass through our lives we are faced with trials and obstacles that mold and shape us. Some are crushed by the weight of everyday living; yet others turn enormous problems into lessons that enrich their lives. What is the reason for that? Tara will show you five ways of realizing: It's not what happens to us in life that matters...but how we respond to it.

GS2-22

Title: *If You Can't Say Anything Nice, What Do You Say?*

Sarita Maybin

Description: We've always been told that if we can't say anything nice, we should not say anything at all. Yes there are times when we may need to give constructive criticism or resolve a conflict situation. This workshop will provide the necessary tools to handle these challenging situations with tact and skill. Highlights include a three-step process for confronting conflict, how to control your emotions in difficult situations, and how to respond to hidden agendas. PLUS ... learn what to do when the conflict is with your boss!

GS2-31

Title: *Privileged Americans*

Bruce Clarke

Description: This three-hour interactive session discusses the various privileges that we all have based on personal and organizational power, socialization, race, religion, ethnicity, physical abilities, education and gender. These are the same privileges that we may be unaware of or through complacency, have just taken for granted. Privileged Americans and Diversity is directly related to our personal biases, stereotypes and discriminatory acts, both intentional and unintentional. It has a direct impact on diversity programs, personal interactions, personal awareness, cognitive growth, client/customer interactions and a host of other applications. This session is intended for all audiences regardless of position or status. In addition to the interactive session, attendees will have the opportunity to take a voluntary self-assessment to determine their own Personal Discrimination Factor (PDF).

GS2-41

Title: *Military Women's Forum*

Carol Culbertson

Description: The target audience of this workshop includes military women (officer, enlisted, active duty, reserve, National Guard, and Coast Guard) as well as those who support women serving in the military, such as family members and friends.

GS2-42

Title: *Understanding Your Government Retirement Benefits*

Sandra Moody

Description: This training helps employees to understand their benefits provided under CSRS, FERS, Thrift Savings and Federal Employee's Group Life Insurance and strategies to coordinate these benefits with personal assets. Participants receive complimentary personalized computer analysis of their benefits and a helpful booklet entitled "Your Federal Civil Service Benefits".

GS2-43

Title: *FEW Chapter Officer Training, Part I (All day session, select GS3-41 for p.m. Session)*

Marion Stevens

Description: FEW Chapter Officer Training is an exciting opportunity, in a workshop setting, to get the information you need to be an effective officer and member of Federally Employed Women. A partial list of topics covered includes organization structure and functions at the national, regional and chapter levels; roles and responsibilities of chapter officers; roles and responsibilities of committees; and how to conduct a chapter meeting. Many working examples will be available.

GS2-44

Title: *FEW Regional Manager/Regional Representative Training (All day session, select GS3-43 for p.m. Session)*

Description: This workshop will identify the duties and responsibilities of Regional Managers and Regional Representatives. Practice techniques to stay focused on goal and plans. Explore strategies for organizing chapter and reducing chapters on waivers.

GS2-45

Title: *Federal Women's Program Manager Forum (Repeat of morning session, not a continuation)*

Jean Parker and Patricia Wiggins

Description: This course is designed by departmental and agency headquarters-level Federal Women's Program Managers (FWPMs) from Washington, D.C. for all FWPMs at any level. The workshop is designed for FWPMs to learn about their roles and responsibilities, to share ideas on preparing a work plan, forming an advisory committee,

GENERAL SESSION WORKSHOPS DESCRIPTIONS

planning and executing education and awareness events and to identify program resources

GS2-46

Title: FEW New Member Orientation

Patricia Wolfe

Description: This workshop is presented by FEW's Executive Vice President and is directed to new and prospective FEW members. The workshop will inform you about FEW's history and current program direction and will consist of segments on FEW's Legislative Program, FEW's Diversity Program, Sexual Harassment/Discrimination, the EEO Complaints Process, and FEW's Training Programs.

GS2-51

Title: Microsoft Excel 2000-Level 2 (Computer Lab, All day session, select GS3-51 for p.m. Session)

New Horizons Computer Learning Centers

Description: Students will learn the skills and concepts necessary to create charts and to use the list-management capabilities of Excel 2000. You will create, modify and format charts; use graphic objects; sort and filter data.

(NOTE: Limited to 50 attendees)

GS2-52

Title: Microsoft PowerPoint 2000– Level 2 (Computer Lab, All day session, select GS3-52 for p.m. Session)

New Horizons Computer Learning Centers

Description: Students will learn advanced features of PowerPoint, including customizing templates and the PowerPoint environment and making a presentation interactive by using hyperlinks and action buttons. You will also work with multimedia; work within the Office Suite; build interactive presentations; and collaborate on the web.

(NOTE: Limited to 50 attendees)

GS2-53

Title: Understanding the Web and Managing a Site

Dr. Cheri Moore

Description: Learn more about Information Technology by gaining an understanding of the Web and managing a site. Learn what a Webmaster is, how to manage a web site – all fascinating tips to the World Wide Web and the subject of web mastering.

GS2-61

Title: Time Management

Rosie Lumetta

Description: Time is the only coin of life – be careful or others will spend it for you! Is this how you feel...that all the key players in your life – your spouse, kids, co-workers, friends – are spending your time coins? Do you feel like you're moving through your day at warp-speed? Do weeks fly by and you can't remember where your time went? If this is an

accurate description of how you feel, then this workshop is just the ticket for you. Because, when all the time coins of your life have been spent, you'll want to make sure that they were well spent doing the activities that you love; that energize you; and that give you satisfaction. This is an interactive workshop with individual and small group exercises where you'll learn how to determine exactly where your time is spent. You'll also learn how to eliminate self-defeating behavior along with learning new techniques to set personal priorities and delegate more work.

GS2-62

Title: "Character Based" Personal and Team Leadership
Dr. William Powell

Description: In this dynamic session, areas to be covered include the examination of "Character Based" Attitude/Personality, Interpersonal relationships at home and work, your decisions and choices based on character and the quality of your decisions and choices. The interactive workshop will include the identification of character flaws at work and how to re-tool character and integrity issues. You will learn how to inspire character and integrity in work and home relationships as well as how to thrive and survive in an organization where decision making on a moral high ground is virgin territory. Participants will also learn "Character Based" mentoring and role modeling skills. This lively session will leave participants with skills in how to build relationships with integrity and honesty as well as how to increase team trust through "Character Based" influencing. Participants will leave Rev. Dr. Powell's sessions with practical steps to take and actual tools to use to adjust their attitudes. This session will make you laugh and it may make you cry – you can be sure that you won't be bored. Don't miss this upbeat session.

GS2-71

Title: Maintaining Balance – Home, Family and Entrepreneurship – A Choice for Women

Victoria Peake

Description: According to the Small Business Administration's Office of Women's Business Ownership, women are starting businesses at twice the rate of all businesses and are staying in business longer. Come explore the choices women are making; discuss balancing business demands and family and receive multiple resources.

GS2-72

Title: The Superwoman Complex

Carrolle A. Rushford

Description: Are you tired of trying to do it all—to be everything for everybody? If you're a woman with multiple roles, chances are you expect yourself to operate as a Superwoman. This session will deal with developing an understanding of the special pressures of multiple roles, and to explore techniques to keep your sanity in an ever-demanding world of work, family, community and self.

- Identify how societal pressures place demands on women

GENERAL SESSION WORKSHOPS DESCRIPTIONS

- Understand self-imposed role expectations
- Develop techniques to channel expectations positively
- Increase personal productivity by revamping priorities

GS2-73

Title: Credit Resolution

Joyce Walden

Description: Participants will spend an intense one to two hours learning how to read and analyze their credit reports and how often to get a copy of their report to ensure all information is valid and correct. There will be interactive time to answer burning questions from the audience. To request your free credit reports call: Equifax 1 800 685-5000/www.Equifax.com, Transunion at 1 800 851-2674/www.Transunion.com, and Experian at 888 397-3742/www.Experian.com. (Please order your credit reports at least two to three weeks before the seminar.) Participants are asked to bring the three credit reports to the workshop.

GS2-74

Title: The Garbage Truck Comes on Tuesday and Friday

Janie Walters

Description: The poet has said, "Into every life a little rain must fall." While the statement is true, the wisdom ignores the fact that we don't have to get wet! Using well-documented research, audience participations, and lots of laughter, this session highlights practical "umbrellas" for neutralizing negative experiences and feelings.

GS2-81

Title: Take Charge of Your Life – Stress Management Seminar

Joyce Duco

Description: Stress affects all of us from time to time, but we don't have to let it control our lives. In this seminar, we will learn types of stress, how to deal with stress, a positive look at rejection, and discover some choices we can make to survive stressful situations. We will re-examine "security" and decide whether it's worth the stress we pay for it. We will also learn how to use our amazing mind to take charge and turn our life around.

GS2-82

Title: Finding Your Space When It's Your Turn To Be the Care Giver

Wilma Schmitz

Description: The purpose of this program is to assist the "Sandwich Generation" to develop a plan to assist their older family members to stay independent, as long as possible, or to develop a "circle of care" when they need assistance.

GS3-11

Title: Math Refresher Part II (Continuation of GS2-11 from a.m.)

Linda Bors

Description: ** Please bring basic hand-held calculator with you ** Part II – Learn and solve applied problems using proportions; convert American units to linear measure and weight; and solve common applied problems involving perimeter and area.

GS3-12

Title: Dressing for Success – Personality Plus (Repeat of a.m. session, not a continuation)

Catherine Eyer and Melinda Crawford

Description: See GS1-11 for workshop description.

GS3-13

Title: Seeing Change as Leading to Growth and Improvement

Barbara Gray

Description: Changing to living consciously entails: A mind that is active rather than passive, An intelligence that takes joy in its own function, Being "in the moment," without losing the wider context, Reaching out toward relevant facts rather than withdrawing from them, Being concerned to know "where I am" relative to my various (personal and professional) goals and projects, and whether I am succeeding or failing.

GS3-14

Title: Sisters Together: Breaking Barriers to Achieve our Dreams

Nancy Lewis

Description: This workshop will focus on the lessons learned that women have overcome in their personal and professional lives. These obstacles have shaped us, strengthened us, encouraged us, and moved us from adversity to victory. This session will share real experiences about real women breaking barriers to achieve their dreams while remaining anchored.

GS3-15

Title: Professionalism and Prosperity

Victoria Peake

Description: Responding to one's business and personal environment with confidence and authority is key to successful interactions, business and personal growth. The focus of this workshop is making an investment in ones self! We will survey the importance of Business Etiquette, Business Dining and Networking. Techniques and strategy will be shared.

GENERAL SESSION WORKSHOPS DESCRIPTIONS

GS3-16

Title: You Want Me To Do What, by When?

Bobbe L. Sommer

Description: Ever walk away from a situation shaking your head and mumbling to yourself, “Why did I say I would do that?” If so, this class is for you! Learn how to set limits, maintain boundaries and say no in a positive and proactive way that maintains good relationships.

GS3-21

Title: Public Speaking is a Piece of Cake

Lillian Cooke

Description: This workshop is based on teaching the basics of public speaking. The presenter gives tips on deciding what to talk about, overcoming nervousness, natural body movement, and using props to enhance your message. Tips are provided for getting the audience’s attention with a ‘grabber’ for a speech opening, to help the audience stay focused on what you’re talking about, and for a memorable conclusion to help the audience remember what you talked about long after the speech is over. This workshop is for you whether you’re a beginner at speaking or whether you’re a veteran. Communication is key, and this workshop will help you become a better communicator at home and at work.

GS3-22

Title: Negotiating For What You Want

Toy Taira

Description: It’s fun to get what you want. And it’s more fun when you negotiate for it. Learn how to modify your behavior and learn the skills needed:

- To successfully gain what you desire
- To learn a negotiating process that will ensure your success
- To learn the skill of negotiating and understand the hidden talents needed
- To practice how to accomplish each step in the process
- To develop the confidence you need to try it out after the conference
- To have fun

GS3-31

Title: EEO Complaints Process and Overview

Julius Crouch

Description: This seminar will provide an overview of the current EEO Complaints Process from the complainant’s perspective. We will cover the entire process from the recognition of a Discrimination Problem through the preparation for use of the process. This class will cover the framing of the issues, use of ADR processes, compensatory damages, and filing a winning case, if necessary. This is a course that addresses basic information on the current EEO Complaints process.

GS3-32

Title: ADR From a Complainant’s Prospective

Greg Moore

Description: A stimulating workshop designed to allow the participants to understand fully what it means to them when an agency offers ADR to resolve their dispute. ADR is the wave of the future in order to decrease the administrative dispute burden complaints and grievances have on any organization. What should a participant expect, what is important to understand, and how should the agreement be crafted to provide the maximum benefit to both the claimant and the agency?

GS3-33

Title: Dealing With EEO Burnout

Carrolle A. Rushford

Description: Jobs in EEO provide different work stressors than product-oriented positions. The people who seek your assistance are very often traumatized by the events and processes—both from the employee and management perspective. Many organizations offer minimum support to EEO issues, yet expect program people to produce maximum results. All these pressures lead to a higher burnout factor. This presentation will deal with techniques to reduce negative effects of this kind of stress.

- Understand why EEO stress is a special kind of stress
- Identify factors which can be controlled
- Utilize techniques to deal with stress more positively

GS3-41

Title: FEW Chapter Officer Training, Part II (Continued from a.m. session GS2-43)

Marion Stevens

Description: See G2-43 for course description.

GS3-42

Title: Legislative Update

Ann Bley

Description: Legislation being introduced and considered by Congress impacts on the Federal workforce across the board. Explore issues of particular concern to Federal employees, and the up-to-date status of legislation that could impact significantly on women’s careers with the Federal government.

GS3-43

Title: FEW Regional Manager/Regional Representative Training (Continued from a.m. session GS2-44)

Description: See GS2-44 for course description.

GENERAL SESSION WORKSHOPS DESCRIPTIONS

GS3-51

Title: Microsoft Excel 2000-Level 2 (Continuation of morning session GS2-51, you must take both sessions)
New Horizons Computer Learning Centers

Description: See GS2-51 for course description.
(NOTE: Limited to 50 attendees)

GS3-52

Title: Microsoft PowerPoint 2000 – Level 2 (Continuation of morning session GS2-52, you must take both sessions)
New Horizons Computer Learning Centers

Description: See GS2-52 for course description.
(NOTE: Limited to 50 attendees)

GS3-61

Title: Setting and Measuring Goals and Objectives
Dr. Marc A. De Simone, Jr.

Description: This 2 hour session assists participants in mastering the basic elements of Strategic Planning through setting S.M.A.R.T. (Specific, Measurable, Attainable, Realistic, and Time-Focused) Goals, Objectives, Action Steps, and Tasks necessary to achieve their organization's mission while staying true to their guiding principles and core values. Metrics (means of measurement) for "inspecting what you expect" are also taught in a down-to-earth manner for the mathematically phobic.

GS3-62

Title: Leadership Skills – Empowering the Leader Within
Dr. Joan De Simone

Description: This highly interactive seminar assists participants in empowering the leader within themselves and others by mastering the ancient secrets of the four cardinal virtues: Wisdom, Courage, Inner-Order, and Justice and their subsidiary virtues (good habits for leaders), which are necessary for developing leadership skills. This seminar is based on the concepts of Dr. Joan De Simone's book by the same name and her upcoming second book on Women in Leadership.

GS3-63

Title: Professionalism and Its Impact On Your Career
Peggy Morrow

Description: Professionalism is a trait that is highly valued in the workplace. Yet it can have many meanings and interpretations. Through a fast-paced, interactive session, you will learn the qualities of professionalism necessary to create positive impressions with your internal customers and coworkers and help you get ahead in your career.

GS3-71

Title: Buy a Car Without Getting Ripped Off
William Eason

Description: You will be armed with the necessary information for negotiating a good deal when buying a new

car. The automobile is one of the most expensive items we'll own and the most stressful item to purchase. Statistics suggests that women and minorities on average pay more for the purchase of an automobile than a white male. This workshop will improve car-buying skills by providing participants with new car buying strategies. The presentation will reveal dealers' hidden fees and it will discuss the advantages and disadvantages of leasing a new car.

GS3-72

Title: Celebrating Life
Debra Washington Gould

Description: This workshop will address ways in which to value others and yourself. Recognize your purpose for living and how to live within your purpose. Learn how to affirm your worth and how to release the energies required for mental and physical well-being.

GS3-73

Title: Legal Checkup for the Sandwich Generation
Nancy Larson

Description: Get a handle on your legal "health". Topics include: "The Five Wishes" (a healthcare power of attorney valid in 33 states), planning for challenging health care and financial decisions, advance directives, palliative care and incapacity.

GS3-74

Title: Crime Prevention for the Private Citizen
Metro Crime Prevention of Florida

Description: It's easy to try and ignore the facts, but, whether we like it or not, the reality of crime affects us all. Whatever the crime – a purse snatched, a home burglarized, a car stolen, or a shopper mugged – crime touches two victims; one is the person who suffers the loss or injury, the other is the community. What can we do about crime? How can we begin to take back control over our lives and stop living in fear? What can we do to restore our personal and civic freedoms and rebind us as a community? The Metro Crime Prevention of Florida Safety Program is designed to help us accomplish these goals. They help people learn to be proactive against crime and take simple precautions that will enhance their personal safety.

GS3-75

Title: How to Build a Solid Credit Foundation for Life
Joyce Walden

Description: Given the ever-changing state of the economy, a large majority of the population will be affected from a credit standpoint. This workshop deals with the changes in the fair Credit Reporting Act, how to maintain good credit and how to reestablish blemished credit.

GENERAL SESSION WORKSHOPS DESCRIPTIONS

GS3-81

Title: 10 Commandments for Self-Empowerment

Wanda Dorsey

Description: 10 Commandments for Self-Empowerment is a powerful workshop to help you gain understanding and acceptance about who you are and about the inner power we all possess. This discovery can create a zest for life necessary for happiness and productivity. The workshop is designed to assess your self-confidence, help you understand and accept the concept of personal responsibility, and teach you some strategies for developing and maintaining a positive self-concept.

GS3-82

Title: Menopause and Me

Dr. Cheri Moore

Description: An in-depth look at the symptoms of menopause and the effect it has on the body. This presentation will also include an overview of a multitude of relief methods.

GS4-11

Title: Never Ask a Cactus For a Helping Hand

Bobbe Sommer

Description: Discover your inner strengths and skills through utilizing your emotional intelligence. Find how your natural, unique talents combine to produce great leadership skills. Are you more right brain or left-brain orientated? Come and find out and learn how to maximize your strengths.

GS4-21

Title: Effective Hotel Contract Negotiations

Jeff Sacks

Description: There is no doubt about it, the face of the meeting industry is changing. You've heard all the buzz - - Is it a sellers market or a buyers market? Hotels and event centers continue to consolidate; attrition and penalty clauses are alive and well; revenue per available room (RevPar) is more important than ever. What does this all mean and where does that leave you when planning an off-site meeting? Are your negotiating skills what they should be? Can you continue to reserve rooms and meeting space the same old way? What kinds of concessions can you negotiate? Learn tips from the pros on hotel negotiations, food and beverage orders, meeting room set-up and more. This session is for everyone!

GS4-22

Title: Negotiation Skills

Dr. Joan De Simone

Description: This program guides participants through the practice of Principled Negotiation as compared to the "Positional Bargaining" method of negotiation traditionally used. Based on the best selling book "Getting to Yes."

GS4-23

Title: Parliamentary Procedures for Productive Meetings

Shirley Radcliffe

Description: The focus of this workshop is on basic parliamentary rules for productive and time efficient meetings. It will provide parliamentary procedures for all members of an assembly—officers, committees and participating members—the use of which will result in decisions that are fair and just to all concerned. Guidance provided will include rules for presiding at meetings; developing the agenda; getting ideas before the assembly, modifying another's ideas and making decisions; and the duties and rights of all members.

GS4-24

Title: Write in Plain English (WIPE)

Dr. Marcie Riley-Elliott

Description: This presentation will begin with a lesson in writing strengths and weaknesses, then move on to show you how to obtain success in the business world through writing. It will show you the value of effective writing in your workplace, including getting those KSAs done for your next promotion; and introduce you to two "Quick and Easy" writing techniques.

GS4-31

Title: Preparing for Downsizing and Contracting Out

Julius Crouch

Description: This class is an overview of the methods used to contract out government jobs. This course will provide background information that employees need to prepare for the changes that are taking place throughout government. This course provides a foundation for all employees to prepare for their future and to avoid the pitfalls of those who have already experienced this situation.

GS4-32

Title: Diversity Is Like a Mirror

Arlena Fitch-Gordon

Description: How do you see yourself when you look in the mirror? What prejudices, myths, assumptions or stereotypes could be reflected in your image? We never see ourselves as other people see us. During this workshop, we will be preparing our own individual Diversity Report Cards. As we grade our "Diversity Report Card", it should challenge us to think about ourselves. We will explore ways to go beyond diversity awareness to achieve diversity results within your own agency.

GENERAL SESSION WORKSHOPS DESCRIPTIONS

GS4-33

Title: Sexual Harassment – The Real Deal

Greg Moore

Description: Since before time, we as a nation, have been constantly confused as to what sexual harassment really is. This new and fresh look at the subject allows the participants to interact in a session designed to clear myths and realities into a cohesive understanding of the “real deal” surrounding this organizational nemesis.

GS4-34

Title: Diversity in the Federal Workplace

Mercedes Olivieri

Description: This is a discussion about what happens when a workplace diversifies its numbers—but not its culture. Its goal is to provide awareness about the effects of cultural differences on the career satisfaction and opportunities of minority employees and on their organizations.

GS4-41

Title: Social Security: Planning for Your Future

Maria Artista-Cuchna

Description: This session will discuss your benefits under Social Security, Federal Employees Retirement System (FERS) and the Civil Service Retirement System (CSRS). It will cover the information that women need to know in planning for a secure financial future. It will look at the Social Security Statement as a tool used in financial planning and inform women about the importance of financial planning.

GS4-42

Title: FEW Awards Training

Iris Seals

Description: This course will provide an overview of the FEW National Awards Program and will assist chapters in the development of their chapter, regional and national award submissions. The session will cover: types of national awards; what awards chapters are eligible for; time frames; criteria used for scoring; and samples of winning packages.

GS4-43

Title: FEW National Board Orientation (Mandatory for Board of Directors)

Speaker: TBD

Description: Required for nationally elected officers, committee chairs, regional managers, and regional representatives. Overview of duties and responsibilities of National Board of Directors, Leadership Development and tips on recruiting and retaining members.

GS4-44

Title: Legal Education Fund (LEF) Briefing

Janet Cooper

Description: Recent cases decided in the Supreme Court, Appellate Courts, lower courts, EEOC, and OPM are presented and discussed as to the implications for Federal employees. New regulations, laws, executive orders, or OPM directives having impact on Federal employees, especially in the EEO area, are presented and discussed. Specific cases and rulings are reviewed. Session is informal and ample time is reserved for questions and answers, sharing of experiences and interchange among the participants. While geared primarily to EEO and Personnel/HR professionals, FEW chapter members who are resource persons for members, private attorneys new to Federal EEO [it is different!], litigants, and those seeking general information find this workshop of great value. Presenters will be available throughout the NTP for consultation.

GS4-45

Title: Freedom of Information Act (FOIA) Briefing

Jeanette S. Hite

Description: The Freedom of Information Act is a powerful piece of legislation. It is also a fascinating field of work. This overview of the FOIA will spark your interest in the Act and pique your interest to a possible change in career field.

GS4-46

Title: Understanding Your Government Retirement Benefits (*Repeat of GS3-42, not a continuation*)

Sandra Moody

Description: See GS3-42 for course description.

GS4-47

Title: Catapult Your FEW Membership Numbers

Rhonda Trent and Ellen McKenzie

Description: This session is specifically designed to cover, either during the class or in the workbook you will receive, everything relating to recruiting new members and retaining current ones.

GS4-51

Title: Email Etiquette

Kimmarie Barrett

Description: This class will present some simple guidelines for electronic mail etiquette. It will attempt to highlight important issues that affect the clarity of the email we send. Some of the items that will be covered are addresses and personal names, subject lines, message length, content, format, replies, signatures, courtesy, and “smiley faces”. Electronic mail is all about communication, so clarity should be our goal.

GENERAL SESSION WORKSHOPS DESCRIPTIONS

GS4-61

Title: The Six Steps of Effective Delegation

Dr. Marc A. De Simone, Jr.

Description: This session reveals the mysteries behind intrinsic and extrinsic “motivation” and how to get others to do their work the right way, on time, every time. It shows the difference between a “can’t do” and a “won’t do” situation when employees are failing to perform according to expectations and standards and then shows you how to fix each!

GS4-62

Title: Focus on You

Dr. Cheri Moore

Description: This presentation will cover: Goal Direction – defining what is a goal and what are you attempting to accomplish; get clarity of direction and a strategy in positioning. Managers will be more effective and Supervisors will make effective delegations.

GS4-63

Title: What Does Riding Your Own Motorcycle Have to Do With Leadership

Pamela Prewitt

Description: In the context of becoming a motorcycle rider, the presenter will discuss with participants ways to develop attributes that men have that make them successful in the workplace. The workshop will inform participants of the single most important attribute women must have to be successful and describe techniques for developing that attribute.

GS4-64

Title: Popeye and Popsicles or POP Goes the Weasel: “Humor for Life”

Janie Walters

Description: “Humor for Life” is a funny presentation that magnifies the human need for laughter and joy. The content documents numerous benefits of laughter and offers some practical ways to add humor to our daily lives, including the workplace. Give your face a workout. Come laugh and learn and energize yourself in “Humor for Life.”

GS4-71

Title: Terrorism: What Is It?

Bert Henderson and Phoenix McKinney

Description: The events of September 11, 2001, are changing the way we in the United States view ourselves, view our neighbors and view our world. The word “terrorism” is now part of our every day vocabulary. But, what is terrorism and how does it work? How can you respond to the threat of terrorism? How can you guard against terrorism in your environment? This workshop will help you understand the concepts that make terrorism a vicious modern weapon and guide you in guarding against terrorism in your world.

GS4-72

Title: Discovering the Uniqueness of You

Susan G. Relfe

Description: Participants will travel outside the world of “normal” and “average” to appreciate the special qualities they alone possess. Learning to appreciate personal uniqueness can expand satisfaction beyond each ones dreams. Within an atmosphere of fun and sharing, this workshop develops the positive attributes of the participants for the challenges of the future

GS4-81

Title: Elder Hostel

Linda Beauregard

Description: This workshop will give an overview of the Elderhostel history and the present programs around the country. The speaker will give insight into what it takes to put a program together and will have the workshop attendees take a look at the Elderhostel programming at San Pedro Center in Florida. She will introduce you to Elderhostel programming through a live presentation of one of their more popular courses.

GS4-82

Title: Women’s Health Issues – How to Keep the Energy Flowing

Barbara Gray

Description: Your body has been marvelously and wondrously created; it contains healing powers within. Some of the reasons illness appears in the body are because the spirit/mind/body is out of balance and alignment causing the immune system to function improperly. This session teaches participants how to observe the body’s alignment, awareness of the body’s energy pathways, how to discover blocked, negative energy, and how to replace destructive belief systems, thoughts and memories. Learn how to take charge of your health!



2002 NTP REGISTRATION FORM

PROGRAM IMPORTANT DATES...

Early Registration- May 17, 2002 (after this date, regular rates apply).

After July 10, 2002, register onsite at the Rosen Centre.

Full Registration includes:

- Tuesday Night Reception
(Theme: Hurricane Party)
- Opening *(includes Breakfast)*
- Closing Session
- Diversity Luncheon
- Conference Bag

Partial Registration includes:

Attendance and workshop material for your selection for one (1) day of training.

(NOTE: Conference bag and food functions not included, must be purchased separately)

Cancellation Policy

- Written request must be received by July 10, 2002.
- A \$50 processing fee will be charged for cancellation.

CHILDCARE

Childcare is not provided. However, if you need references of facilities or services in the Orlando area, please e-mail or fax us your requirements. A committee member will forward this information to you

WEBSITE:
www.few.org

Last name	First Name	Middle Initial
Agency	FEW Membership No.	Chapter No./Name
Address (home/work – Please circle which)		
()		
City	State	Zip Code
FAX Number		
Work Phone		Home Phone

E-Mail Address

(Note: To receive a confirmation letter, a FAX number or e-mail address must be provided)

NTP Registration/Discounts

	By May 17	After May 17	
Full Registration – FEW Member	\$350	\$425	\$ _____
Full Registration – Non-FEW	\$425	\$500	\$ _____
Partial Registration – FEW Member	\$175	\$200	\$ _____
Partial Registration – Non FEW	\$200	\$225	\$ _____
FEW Membership Dues	\$ 35	\$ 35	\$ _____
	Registration	Subtotal	\$ _____
ADDITIONAL			
Reception	\$20	\$20	\$ _____
Opening Session Breakfast	\$25	\$25	\$ _____
Diversity Luncheon	\$35	\$35	\$ _____
Conference Bag	\$10	\$10	\$ _____
Sterling Casino Night	\$10	\$10	\$ _____
	Special Event	Subtotal	\$ _____
TOTAL NTP REGISTRATION			\$ _____

SPECIAL ACCOMMODATIONS: List reasonable accommodations you may need. A committee member will contact you personally. *(Please specify)*
 Dietary Need _____ Interpreter _____ Other _____

Workshops and activities are available on a first-come, first-served basis .
 PLEASE USE WORKSHOP REFERENCE CODE (i.e., GS 2-64)

	1 st	2 nd	3 rd
Wednesday 8:30 –11:00 am Opening Session	Selected		
Wednesday 1:00 to 4:00 pm			
Thursday 8:00 to 11:00 am and			
Thursday 2:30-4:30 pm			
Friday 8-10 am			
Friday 10:30 am to 12:30 pm Closing Session	Selected		

NTP WORKSHOP PRESENTERS

A

MARIA ARTISTA-CUCHNA

Maria Artista-Cuchna began working for the Social Security Administration in September 1993. She worked as a Claims Representative in the Midtown, Manhattan Field Office until 1996 when she moved to Social Security Headquarters in Baltimore, MD to assist in testing new software. In September 1998, she began working with the Office of Communications where she concentrates on informing and educating targeted groups, such as youth, women and minorities, about Social Security. Maria has a Bachelor's degree in Political Science and a Master's degree in U.S. Foreign Policy at American University in Washington D.C..

B

KIMMARIE BARRETT

Kimmarie started her career at Kennedy Space Center in December of 1986 working for NASA as a Secretary. In 1996, Mrs. Barrett pursued a career change and got involved in desktop support. As she progressed, Kimmarie became very involved in Email Administration, which eventually became her primary role in the organization. She began creating and maintaining domain logon and email accounts as well as assisting customers on a regular basis with e-mail issues. In December 1999, NASA began the process of outsourcing the desktop support services to a contractor. Kimmarie decided that System Administration was where she wanted to remain and went to work for the OAO Corporation; the company awarded the ODIN contract. Mrs. Barrett has a Microsoft Certification in NT Server 4.0 and hopes to obtain another in Windows 2000 server.

LINDA BEAUREGARD, S.F.O.

Linda is a professed Secular Franciscan since October 1986, Lady Poverty Fraternity, where she has held various offices for fifteen years. She currently works at San Pedro Retreat Center as Program Coordinator and is on the pastoral staff. She has been at the Center for the past eighteen years working with programming and marketing. She has coordinated the Elderhostel Program at San Pedro Center for the past twelve years and has run over 200 programs from Music to Baseball to Space Camp

ANN BLEY

Ann Bley currently serves on the FEW National Board of Directors as the Awards Chair. She is a federal employee with 23 years in the government, and is employed as a Senior Program Analyst/Business Manager on the Program Manager Brigade Combat Team, Department of the Army. Ms. Bley has been a member of FEW since 1979 and is a lifetime member. She has held several offices in the organization that include: Chapter President, Chapter Vice President, Regional Legal Chair, and NTP 1985 Workshop Co-chair. She has a BA from the University of Michigan, and an MBA from Boston University.

LINDA BORS

Linda Bors is a Senior Operations Research Analyst for the U. S. Strategic Command at Offutt Air Force Base, Omaha, Nebraska. She holds a BS/MS in Mathematics and an MBA in Finance. She previously taught mathematics at the college and secondary levels. Ms. Bors is a lifetime member of FEW, currently serving as National Finance Chair, and is very active in the Mid-Continent Region.

C

MARLENE CHISM

Marlene graduated Summa Cum laude from Drury University with departmental distinction in the area of communications. As president of iCARE Presentations, she has provided both keynotes and educational training locally and nationally working with people who want to clarify their vision, build their success, and take charge of their personal and professional life. She is also active in the community and serves as President for Marks Literary Council.

BRUCE CLARKE

Bruce Clarke is the founder and lead facilitator for New Horizons Diversity Consultants, which he established after retiring from the U.S. Army. His professional facilitation skills and his expertise in diversity, prevention of sexual harassment and discrimination are attributed to his last duty assignment at the prestigious Defense Equal Opportunity Management Institute (DEOMI). His facilitation and training experience encompasses both Corporate America and U.S. Government agencies. Mr. Clarke has developed training concepts and programs that have been used in several organizations as well as developing his company's definition of diversity that continues to grow in popularity, both in its use and understanding.

NTP WORKSHOP PRESENTERS

CAROL CLENDINEN

Carol is a Registered Nurse, a Licensed Psychotherapist, and an Addictions Professional. She has a background in business and healthcare administration and has been President of the Leesburg Chamber of Commerce. She instituted their Leadership Lake program and graduated from Leadership Florida. She has received numerous community awards. Presently, she is an Adjunct Professor at Lake Sumter Community College and is a speaker and trainer in the area of stress, wellness and making life more User Friendly!

VENITA COLBERT

Ms. Colbert is the founder and CEO of Before Crisis, The Life Management Group of Upper Marlboro, MD, a counseling and training organization. In this capacity, Ms. Colbert designs and develops customized programs tailored to meet the needs of each organization or individual. Her services promote change methodologies and strategies that subscribe to situational leadership and individual training needs. Ms. Colbert holds a Masters of Human Services degree in Social Science from Lincoln University in Oxford, PA. She is a certified Cognitive Behavioral Therapist by the National Board of Cognitive Behavioral Therapists and the National Association of Forensic Counselors. She also did her Bachelor of Arts degree coursework in Communicative and Performing Arts at the University of the District of Columbia in Washington, D.C.

LILLIAN COOKE

Lillian Cooke is a motivational speaker who enjoys presenting workshops. Her word to live by is "flexibility," because the world is constantly changing. She is a budget analyst with Air Force Materiel Command at Wright-Patterson Air Force Base. She has two children and one grandchild – Miss Wings. She has degrees from Alabama Christian College and Auburn University at Montgomery. She is a Lifetime Member of Federally Employed Women, a Division Governor (District 40) with Toastmasters International, and a member of the American Society of Military Comptrollers.

JANET COOPER

Ms. Cooper is a successful EEO Attorney in private practice in the District of Columbia area, and handles cases throughout the United States.

MELINDA CRAWFORD AND CATHERINE EYER

Melinda and Catherine are independent BeautiControl Sales Directors/Image Consultants from Oklahoma. Their exclusive image services have taught women how to make smart shopping choices and create their best looks. They are trained in professional color analysis, cosmetic makeovers, body typing, wardrobing, accessorizing, and fashion personalities.

JULIUS T. CROUCH

Julius is the CEO and Chief consultant of TRIAD Consultants, a diverse firm focusing on Management, Human Resources and Diversity issues. The firm's primary focus has been in the public sector. Julius is currently serving as a member of the National Board of Directors of Blacks In Government. As a government employee, Julius has had a varied and interesting career. He served eight (8) years on active duty with the U. S. Army and four (4) years as a Reservist. He attained the rank of Major while serving in the military. He has over 20 years of experience in Equal Opportunity and Human Resources, mostly with the Department of the Army. He has also worked for the Department of Air Force and for the Office of the Secretary of Defense. Julius Retired from Federal service with over 32 years of government service.

CAPT. CAROL CHANG CULBERTSON, U.S. NAVY, SELECTED RESERVE

Carol Chang Culbertson is a Captain (O-6) in the U.S. Navy, Selected Reserve. Capt. Culbertson serves as the Deputy Reserve Intelligence Area Commander for Training and Readiness, Naval Reserve Intelligence Area FIVE, headquartered at Buckley AFB, Aurora, CO. By request of the National President, Capt. Culbertson serves as the Special Assistant for Military Women for the National FEW organization. In her Federal civil service career, Capt. Culbertson is an Equal Employment Opportunity Specialist for the Internal Revenue Service (IRS) headquarters in Denver, CO. Capt. Culbertson is also the President, FEW High Plains Chapter of Aurora-Denver, CO.

D

DR. JOAN DE SIMONE

Dr. Joan De Simone is a senior consultant and partner in Joan De Simone, Ph.D. and Associates Consulting; a minority/female owned and operated business, in Towson, Maryland. Her forte is in the planning, design, and implementation of organization-wide leadership and management training, organization development, diversity, gender equity, and mentoring training initiatives. Joan also serves as an organizational consultant, executive coach, mentor, and adjunct associate professor in Applied Behavioral Science at the Johns Hopkins University, MBA and Police Executive Leadership Programs, and assists organizations with understanding multicultural issues, organization development, management training, and customer service.

NTP WORKSHOP PRESENTERS

DR. MARC A. DE SIMONE, SR.

Dr. Marc De Simone is a senior consultant and partner in The International Leadership Development Consortium, Inc. in Towson, Maryland. His forte is in the planning, design, and implementation of organization-wide leadership and management training, organization development, diversity, gender equity, and mentoring training initiatives. Marc also serves as an organizational consultant, executive coach, mentor, and adjunct associate professor in Applied Behavioral Science at the Johns Hopkins University, MBA and Police Executive Leadership Programs, and assists organizations with understanding multicultural issues, organization development, management training, and customer service.

WANDA J. DORSEY

Wanda J. Dorsey is a certified Self-Esteem facilitator and published author. She is a dynamic speaker who has dealt with women's issues for more than two decades as an Equal Employment Opportunity Specialist and Federal Women's Program Manager for the Department of the Army. She holds a Bachelor of Science Degree in Education from the University of Missouri. She is the author of *Life Is Right In Any Case: Affirmations that God Is!*, an inspirational book about Life, Love, and God. Wanda is a member of National Association of Female Executives, Black Women's Coalition of Atlanta, Inc., and Delta Sigma Theta Sorority

JOYCE DUCO

Author of *Can you Cope with Happiness?* and *Self-Image is the Key*, Joyce Duco has spent more than 24 years in the field of education and counseling. Her early professional life as a nun and probation officer working with juveniles was chronicled in the "Movie of the Week, Weekend Nun." The struggles she encountered during that dual life eventually led to the very difficult decision to leave the convent and start a new life and a new career.

CAROLYN DUFF

Carolyn Duff is a communications consultant, workshop presenter and author of *When Women Work Together* (Conari, 1993) and *Learning from Other Women* (Amacom, 1999). A nationally acclaimed speaker on gender-related workplace topics, Carolyn Duff is a partner in BCA Resources, a consulting and training business based in Fort Collins, CO. She is currently working with a cardiologist on a book that takes an updated look at stress and women's health.

E

WILLIAM EASON

William Eason is a Training Specialist, with the Army Training Support Center, at Fort Eustis, Virginia. With more than 20 years experience as a trainer, he has taught personal development workshops throughout the country. When time permits, he conducts workshops for High Schools and Colleges. He's a former member of the Peninsula Chapter of FEW and member of a local Toastmaster Club. Mr. Eason has a BA in Sociology and a Masters Degree in Public Administration.

CATHERINE EYER AND MELINDA CRAWFORD

Catherine and Melinda are independent BeautiControl Sales Directors/Image Consultants from Oklahoma. Their exclusive image services have taught women how to make smart shopping choices and create their best looks. They are trained in professional color analysis, cosmetic makeovers, body typing, wardrobing, accessorizing, and fashion personalities.

F

ARLENA FITCH-GORDON

Arlena Fitch-Gordon serves as the Diversity Manager for the Defense Security Office, Defense Security Service. In this role she is responsible for administering the Diversity program for 135 employees. Arlena has held various supervisory/management positions for the last 20 years. With over 39 years of government service, she has received many prestigious awards in recognition of her contributions to promoting equal opportunity and cultural diversity in the workplace. She attended Ohio State University, Columbus Community College and was a 1993 Graduate of Leadership Columbus. Currently, she was selected as student for Project Diversity 2002 sponsored by United Way. She serves as the Regional Diversity Chairperson for the Great Lakes Region of the Federally Employed Women. She is the National FEW Vice President for Diversity.

LINDA L. FRESH

Linda L. Fresh is presently the Federal Women's Program Manager (FWPM) for the FBI located at their Headquarters in Washington, D.C. She provides guidance and information regarding women's issues, women's conferences and programs, sexual harassment, and discrimination issues to over 50 FWP Coordinators located in Field Offices across the country and Legats around the world. As FWPM, Bureau, she continually reviews statistics regarding the status of women in the FBI and reports findings in the Annual Affirmative Employment Program Plan. She also works with and conducts training on the issue of sexual harassment and sits on the Attorney General's Sexual Harassment Advisory Committee.

NTP WORKSHOP PRESENTERS

G

LAWRENCE GARDNER

For thirty years Lawrence has worked in the cosmetic industry and has a tremendous respect and awareness of issues that women face. His years of classroom delivery have prepared him to deliver and get results as a professional speaker. Utilizing humor as a tool to encourage the audience to sit back and reevaluate where they are, where they want to be, and how to get there is more significant and pertinent in his effectiveness than the Master of Science degree he holds in education.

DEBRA WASHINGTON GOULD

Debra Washington Gould is an inspirational speaker, trainer, management consultant, and author and is president of Debra Gould & Associates, LLC based in New Orleans, Louisiana. Debra works with corporations, professional associations, schools/ universities that want to help and influence others to grow and increase their business potentials and personal power.

BARBARA GRAY

Barbara Gray is an international best selling author and publisher of *Energy Management, How To Increase Your Positive Energy Level, Come Grow With Me, The Christmas Angels, Success Through Spirituality for Women, and Life's Instruction Books For Women, Volumes I, II, and III*. She presents seminars nationally and is a well-known radio and TV personality. Barbara's purpose in life is to be a light worker, a healer, and to talk about the innate power of the body to self-heal.

H

BERT HENDERSON, APR PHOENIX MCKINNEY, APR

Bert Henderson and Phoenix McKinney are the principal partners in Henderson McKinney & Associates. Henderson and McKinney specialize in career management, organizational management and media management consultation and training. Both are nationally accredited and recognized public relations professionals and trainers. Henderson holds a Master in Education and a B.A. in Mass Communications. McKinney, a former FWP Manager, holds a Master's in Management and a B.A. in Journalism.

TARA HERRIOTT

Tara Herriott is an international trainer and inspirational, keynote speaker. She was a successful senior sales director for 10 years with an international direct sales corporation. Tara then became a Dean with the International Association of Entrepreneurs traveling the U.S. doing human resource seminars and changing lives. A "red-headed Irish lass" married to a Scotsman, Tara had to learn through personal experience that words could be cutting or kind. Earlier her mouth would speak before she thoughtfully considered the results. Her tongue had been a "sword" to be guarded; now she has learned that it can be her greatest asset.

JEANETTE S. HITE

Jeanette S. Hite is FEW National Vice President for Training & Communication. A 30-year veteran of the federal workplace, Jeanette has spent the majority of her career with investigatory or prosecutory agencies, specifically, the Federal Bureau of Investigation (FBI) and the Department of Justice. She is currently enjoying the experience of a new assignment with the Department of Health and Human Service. She was an EEO Counsel with the FBI for ten years. She is a graduate of the University of the District of Columbia with an Associate Degree in Legal Studies.

K

FREDA KURTZ

Ms. Kurtz is past National President of FEW. She has served in many other offices at the national level as well as the regional and chapter levels. While President, Freda presented testimony to the Congress on several occasions. One of her proposals was passed by both houses of the Congress and signed into law by the President of the United States. She was presented a Congressional Plaque at the time of her retirement from the United States Air Force as a Supervisory Operations Research Analyst.

L

NANCY R. LARSON, J.D., ATTORNEY AT LAW

With 20 years of experience in the field of law, Nancy Larson provides estate planning to people of all ages and their families. Nancy provides information using easy to understand terms. As a member of the AARP Legal Network, and a volunteer for the Alzheimer's Association, Nancy works with individuals and various organizations to provide insight when planning for the future.

NTP WORKSHOP PRESENTERS

NANCY J. LEWIS, MS. PHR

Nancy completed her graduate degree at Georgia State University in 1994 with a Master's Degree in Urban and Public Affairs with concentration in Human Resources. Nancy is an adjunct faculty member at Georgia State University teaching an undergraduate Human Resources class. Nancy has been a trainer for nineteen years in a variety of industries. She worked as a Dale Carnegie trainer for thirteen years where she was certified in five of their seven courses. Nancy was a Seven Habits facilitator while working as the Human Resources manager for Northwest Airlines, Inc. in Atlanta. She is a Myers-Briggs qualified instructor and a certified mediator. She is also certified as a Carlson trainer.

MARIE E. LOPEZ

Marie is employed by the Air Force Inspection Agency (AFIA) at Kirtland AFB, Albuquerque, New Mexico. She is responsible for training military personnel on a bi-annual basis at AFIA University. AFIA University is an orientation course designed to familiarize all new inspectors with the Agency's mission and role in the Air Force Inspector General process. She facilitates the majority of University blocks. AFIA University is a 1-week session with both military and civilian instructors. She recently trained the first 1-day Survey Development Course offered at AFIA.

DORENE LUDWIG, M.F.A.

PRESENTER, TRAINER, SPEAKER in Communications, Management, Arts, Humanities, Media and Education: Gender, Diversity, and Disability Awareness for NASA, BLM, NPS, DOD, U. S. Army, USFS, DOE, FDA, AAUW, Museums, Universities and more. Appearances from Ford's Theater and Hearst Castle to the Kennedy Center and the L. A. Convention Center. PERFORMING ARTIST: standing ovations from coast to coast for nine one-person/multiple character historically accurate productions. CREATOR, PRODUCER, WRITER, DIRECTOR including research, planning, development and execution of programs for the stage, events, live presentations multiple media, living history, curriculum, conferences (one time use or repeated presentations). EDUCATOR: UCLA, USC, Community Colleges, other institutions/organizations.

ROSIE LUMETTA

Ms. Lumetta is an Accountant at DFAS-Denver. Previously, she worked as the Comptroller Career Program Manager in Heidelberg, Germany. She has developed numerous workshops on a variety of topics, including time management, motivation and assertiveness. She has conducted these workshops throughout the U.S. and Europe. In 1997, Ms. Lumetta won the HQDA Annual Award for Education, Training, and Development and the National ASMC Silver Award winner in the same category.

M

SARITA MAYBIN

Sarita is an award-winning professional speaker who has trained thousands of people in 46 of the 50 states, Canada, England, and Asia. She has a Masters degree in Counseling and 13 years experience as a supervisor in Higher Education. She is also a Toastmasters Humorous Speech Contest winner, the Immediate Past President of the San Diego Chapter of the National Speakers Association and a contributing author of a new book on employee productivity. For more information on Sarita, visit her website www.SaritaTalk.com.

ELLEN Mc KENZIE

Ms. McKenzie was FEW National Secretary from 1998-2000. She also has served on various committees in the Southwest Region and at the National level. She has worked on the National Awards committee. Her "hands-on" experience at the chapter, regional and national levels have given her the knowledge and experience to conduct training on membership recruitment.

PHOENIX MCKINNEY, APR

BERT HENDERSON, APR

Phoenix McKinney and Bert Henderson are the principal partners in Henderson McKinney & Associates. Henderson and McKinney specialize in career management, organizational management and media management consultation and training. Both are nationally accredited and recognized public relations professionals and trainers. Henderson holds a Masters in Education and a B.A. in mass communications. McKinney, a former FWP Manager, holds a master's in Management and a B.A. in Journalism.

METRO CRIME PREVENTION OF FLORIDA

Metro Crime Prevention is a community service organization developed by former law enforcement officers and is sponsored by local locksmiths and manufacturers of various safety equipment. Their mission is to achieve a heightened awareness by the public of the current criminal threat facing everyone in today's society and show effective measures to counter that threat. Of note, there is a violent crime committed in Florida every 22 seconds.

JEANETTE S. MILLER

Jeanette served as President of FEW from 1998 – 2000. She previously served as Executive Vice President, VP for Policy & Long Range Planning, VP for Compliance, and VP for Training. Jeanette is a committed advocate for equal opportunity and an avid supporter of affirmative action programs. She believes that Federal employees should be aware of pending legislation affecting their federal future, and has worked to provide education through grassroots legislative training for FEW.

NTP WORKSHOP PRESENTERS

SANDRA WILLIS MOODY

Ms. Moody serves as the Managing General Agent of Dehan Enterprises Insurance & Financial Services, LLC., in Columbus, OH. For more than twenty years, she has educated individuals and organizations on strategies to create, accumulate and protect wealth. She is an Adjunct Professor of Finance and Insurance at Franklin University and provides hundreds of hours of training to both youth and adults in personal finance. She is the recipient of numerous honors and awards including the Federal Defense Community's 1997 Carter G. Woodson Award. Ms. Moody has a Masters Degree in Finance from Clark Atlanta University and a Bachelors of Science in Psychology and Sociology and Macalester College in St. Paul, MN.

DR. CHERI MOORE

Dr. Moore has a Doctorate in Christian Psychology, A Masters in Christian Psychological Counseling and a Bachelor of Science degree in Political Science. Cheri Moore is a Christian Black/American Indian woman who is culturally aware of the many diverse people that might need guidance in solving problems. She is multi-lingual and speaks three languages, and she is ethnic sensitive. Her counseling experience spans eight years in a variety of settings: churches, clinics, schools, private practice and a psychiatric hospital. Dr. Moore has special interests and expertise in the areas of Forensic Assessments and Counseling, Adolescents Behavior disorders, Sexual deviance and disorders, Pain management, and Marriage Therapy.

GREG MOORE

Greg Moore, president of Moore & Associates, is a certified EEO Trainer, Mediator, EEO Counselor and small business owner. He is a former charter member of the Defense Equal Opportunity Management Institute (DEOMI) Civilian EEO Directorate, Defense Logistics Agency EEO Officer, U.S. Air Force Chief EEO Officer. Greg holds a Master's Degree in International Relations from Troy State University and a Master's Degree in Public Administration from Southern Illinois University at Edwardsville.

PEGGY MORROW, CSP

Peggy Morrow is a professional speaker, author and owner of her own training and development company, Peggy Morrow & Associates, specializing in highly customized programs for associations, government agencies, schools and business. She also shares her expertise as a business columnist who has written over 400 articles on customer service and management, is a weekly newspaper columnist and has been named as a content expert for Inc. magazine's website, Inc.com. Peggy is the author of the book, *Customer Service: The Key To Your Competitive Edge* and is a co-author of *Celebrate Customer Service*.

MARY KAY MUELLER

Mary Kay Mueller, also known as "The Gratitude Guru," is the author of two books, the most recent being, *Taking Care of Me: The Habits of Happiness*, now being translated into 5 languages. Known for her heart-hitting and positively practical presentations, Mary Kay Mueller teaches us how to be positive "No Matter What!" Her unique understanding of positive attitude and ability to communicate core concepts to audiences from homeless shelters to boardrooms, from cruise ships to community groups, distinguish her dynamic keynotes and seminars.

N

DOROTHY E. NELMS

Dorothy E. Nelms retired from the U. S. Department of Housing and Urban Development after 28 years of federal service, and then completed the requirements for a Doctor of Jurisprudence (J.D.) at the George Washington University National Law Center, in Washington, D.C. She is currently an attorney in Washington and a Consultant to Management in the areas of Valuing and Managing Cultural Diversity; Equal Employment Opportunity, Affirmative Action, Prevention of Sexual Harassment, Organizational Effectiveness, Team Building; and Human Resources Management.

NEW HORIZONS COMPUTER LEARNING CENTERS, INC.

New Horizons Computer Learning Centers, Inc. is the world's largest independent IT training company and a subsidiary of New Horizons Worldwide, Inc. New Horizons provides customer-focused computer training choices by delivering approximately three million student-training days per year. With more than 280 centers in 46 countries, New Horizons features over 2,000 classrooms, 2,500 instructors and 2,200 account executives (salespeople). For more information, visit www.newhorizons.com.

O

MARÍA MERCEDES OLIVIERI

María Mercedes Olivieri is the Assistant Director for Diversity in the U.S. Office of Personnel Management. The Office monitors and reports on the state of diversity in the Federal Government. Ms. Olivieri's academic background includes a BA in Secondary Education from the University of Puerto Rico in Río Piedras and substantial graduate work in public administration and communications. Ms. Olivieri is an alumnus of the National Hispanic Leadership Institute (NHLI) 2000 program. She has certificates from both the Harvard University Kennedy School of Government's Executive Leadership Program and the Center for Creative Leadership's Leadership Development Program.

NTP WORKSHOP PRESENTERS

P

JEAN PARKER

Jean Parker is a Human Resources Manager and trainer at the Library of Congress (LOC) who manages the agency's Federal Women's Program (FWP) and the Program to Prevent Sexual Harassment. She is a former Civil Rights Investigator, Equal Opportunity Specialist and Equal Employment Manager and has served as the FWP Manager (full-time) for 10 years at the Library and worked with FWP for a total of 12 years. She has been a member of FEW's Southern Maryland Chapter for more than 15 years, has held several chapter offices including president, and in 2001 became a FEW lifetime member.

LAVERNE A. PARKS

Laverne A. Parks has 36 years of public service with the Federal government and over 25 years of Equal Employment Opportunity (EEO) and Affirmative Employment (AE) experience to her credit. She studied EEO law at the Center for Legal Studies, Antioch Law School in Washington, D.C. and Alternative Dispute Resolution (Mediation) at the Duke University Law School, Private Adjudication Center. She dedicated sixteen years of her career to the Library of Congress and over 20 years to the U. S. Department of Justice, Executive Office for United States Attorneys (EOUSA) and the Drug Enforcement Administration's EEO Staffs, where she has functioned as the Deputy EEO Officer and held other positions such as EEO Specialist.

VICTORIA PEAKE

Victoria has over twenty years of consulting, program development and training experience in industry, small business, education, and government environments. She is the Director, Community and Professional Education and Small Business Development Center at Brevard Community College in Melbourne, Florida.

REV. DR. WILLIAM A POWELL

Rev. Dr. William A. Powell has 35 years of experience in the field of education, Affirmative Action, Peak Performance Coaching and Speaking/Training. He has a Master's Degree in Counseling and Guidance and a D. C. H. (Doctorate in Clinical Hypnotherapy). Rev. Dr. Powell was ordained in 2001 and has a Ministry in the Capital District. Rev. Dr. Powell has a thriving Speaking/Training business as well as his flourishing Hypnotherapy practice.

DR. PAMELA L. PREWITT

Dr. Prewitt has worked as a Teacher and School Counselor in Texas, an Education Director for the U.S. Navy in Japan,

a Social Services Director, a Domestic Violence Crisis Counselor and spent 14 years as an Instructional Systems Specialist for the U.S. Army Armor School. Six of those years were spent evaluating National Guard Training Programs nation-wide. She now works as a Strategic Planner for Headquarters, U.S. Army Recruiting Command. She holds degrees from University of Kentucky (History and Political Science), Baylor University (Counseling), Indiana University (Instructional Systems Technology) and University of Louisville (Supervision). She is a Nationally Certified Counselor (NCC), a member of the Fort Knox FEW Chapter and a member of various other organizations.

R

SHIRLEY RADCLIFFE

Shirley Radcliffe is a Lifetime member of Federally Employed Women (FEW) and has served in many leadership positions at chapter, region and national levels. Shirley is currently serving as National FEW Parliamentarian. She is a member and past officer of National Association of Parliamentarians.

EDIE RAETHER, MS. CSP

Edie Raether is a change strategist and President of Performance PLUS, a speaking, coaching and consulting firm. For 30 years she has been a human asset manager and is a well-established authority on people and performance. Edie has presented programs to over 2,000 professional associations and Fortune 50 companies. Special honors include induction into the International Who's Who of Professional and Business Women and the Lexington Who's Who. Edie is also a recipient of the CSP - Certified Speaking Professional - Award granted by the National Speakers Association for a proven track record of speaking experience, expertise and excellence. Less than 8% of the 5,000 speakers in the International Federation for Professional Speakers hold this highest earned award and professional designation.

SUSAN G. RELFE, MS, LNHA

Ms. Relfe is a published, nationally recognized speaker. She holds degrees from the University of Illinois and Southern Illinois University and is a member of the professional speaking team of Gerontology. She has designed and supervised Stress Management and Wellness Programs in hospital, educational and business settings, leading management teams through positive communication techniques for enhancing employee and customer relations.

NTP WORKSHOP PRESENTERS

MARCIA RILEY-ELLIOTT, Ph.D.

Putting herself through school as a secretary, Marcia completed her graduate degree at Florida State University. She has done post-doctoral work and completed courses at Ohio State University, George Washington University and Dartmouth College. Having advanced from clerical positions, she has been employed as an instructor in the public school system, assistant professor at Western Kentucky University, adjunct professor at Tusculum College and adjunct faculty member for Keffer Graduate School of Management. She is the author and senior trainer for WIPE™ (Write in Plain English) workshops. Through this experience, she brings a broad range of writing and editing expertise to the training environment.

CARROLLE A. RUSHFORD

Carrolle A. Rushford, President of Rushford & Associates, formerly taught personnel management and EEO courses for OPM. She was employed as an EO Specialist for the Federal Highway Administration before starting her own business in 1983. Author of the *Special Emphasis Program Manager Handbook*, Ms. Rushford conducts training in equal opportunity, affirmative employment, cultural diversity and prevention of sexual harassment. Carrolle received the Barbara Boardman Tenant Award from FEW in 1994 for her continuing volunteer work and support of the organization.

S

JEFF SACKS, CMP, Vice President – Midwest Region Conferon, Inc.

Jeff has worked in the meeting management/hospitality industry for 13 years. He received a hotel and restaurant degree from the University of Missouri-Columbia. Conferon, Inc. is the nation's largest independent meeting management company.

WILMA V. SCHMITZ, MA

Wilma V. Schmitz is the owner of Aging Concerns, a geriatric care management and consultant company in St. Louis, MO. For 20 years, Ms. Schmitz has been an active public speaker on topics affecting the older population and has a regular care giving segment on the St. Louis local NBC-TV affiliate (Channel 5). Ms. Schmitz also has a monthly column in the St. Louis Times, a monthly magazine for mature adults. She is a member of Toastmaster International and the St. Louis Chapter of the National Speaker Association.

IRIS W. SEALS

Iris has been a member of FEW since 1984 with the Mission Trails Chapter #123. She has served as chapter Awards Chair and has been president since 1998. She is the Southwest Regional Training Chair for the second two-term year. She was appointed to serve as member of the National Awards Committee, until recently appointed as Chair by President Jeni Bungert. Iris began her career with civil service in 1965. She was collateral Equal Employment Opportunity (EEO) from 1991-1996 and was promoted to an EEO Specialist in 1998. Due to downsizing, her position was abolished and she is not Chief, Administrative Communications/Official Mail Manager for Brooks Air Force Base, in San Antonio, Texas. She holds a Bachelor Degree in Management/Business and hopes to complete her Masters within the next couple of years. She is the recipient of many prestigious awards to include Woman of the Year for Brooks AFB and Vice President Al Gore's "Hammer Award."

DR. CONNIE SITTERLY, Ed.D.

Dr. Sitterly is president of Sittcom, Inc. and founder of Management Training Specialists, a Fort Worth – Dallas based firm, specializing in customized training and development in public and private sectors, entry-level through officers. She has conducted programs on workplace issues for over 350 businesses, organizations, government agencies and universities throughout the U.S. and internationally and frequently keynotes to national and international conferences. She is author of *The Female Entrepreneur*, *The Woman Manager*, *Act Now or Pay Later*, *Conflict: Causes, Consequences & Cures*, and is a recurrent radio and television guest.

DR. BOBBE SOMMER, Ph.D.

A leading psychologist and author, Dr. Bobbe Sommer brings wit, warmth and wisdom to her popular keynotes and seminar presentations. A dynamic and popular international speaker, seminar leader and consultant, her speaking and consulting experience spans more than 20 years and four continents. Dr. Sommer was chosen as "Hottest Speaker" by Working Woman magazine, has appeared on Oprah, interviewed by Maria Shriver and Talk America and has been a guest on numerous other TV and radio shows. Bobbe is author of *Psycho-Cybernetics 2000*, a revitalization of Maxwell Maltz's classic, *Never Ask a Cactus for a Helping Hand*, and her latest book, *Surfing Your Inner-Net*.

NTP WORKSHOP PRESENTERS

FRED SOTO, Ph.D.

Orlando based Fred Soto, is an internationally respected motivational speaker, author and consultant who has helped a quarter of a million people and hundreds of organizations improve their performance. An expert on personal and organizational leadership, he is the author of two widely acclaimed books entitled *Diversity: Straight Talk from the Trenches* and *Managing Diversity in the New Reality*. His numerous awards and commendations from civic groups and professional organizations include a lifetime achievement award for training excellence. Using exciting new research and twenty-five years of hands-on business experience, Fred brings a uniquely positive view of the future into practical application at all levels. His programs equip people to confidently manage change and succeed in today's changing workplace.

MARION STEVENS

Ms. Stevens is the President of Time Management Consultants, training and consulting firm. She is a certified Time Management Consultant with many years experience in presenting time management seminars and personal consulting on effective time management. She also presents a variety of seminars topics to companies across the country. She has a Bachelor of Science in Management Information Systems from Southern Illinois University at Edwardsville, Edwardsville, IL and a Master of Arts in Human Resources Development and Computer Resources Management from Webster University, St. Louis, MO.

T

TOY TAIRA

Toy Taira founded Potomac Change Management in 1992 and now coaches executives and employees in organizations going through transitions. She taught at Johns Hopkins University, Masters Program of Applied Behavioral Sciences; was Deputy Division Director for FDA Pilot Drug Evaluation Staff; held other federal management positions; co-authored *Managing in the Age of Change*; proactively served as EEO Counselor and Center's Women Representative in FDA; listed in Who's Who; and is now a Union Chief Steward.

RHONDA TRENT

Ms. Trent is currently the Southwest Regional Manager and has served in various capacities in the Southwestern Region as well as at the National level on various committees, past and present. She has been an active member of FEW for over 12 years; and has served as Chapter officer of the Tinker and Greater Oklahoma City (OKC) Chapters of FEW in Oklahoma City. While Chapter officer, numerous awards were won and membership increased. Membership recruitment and retention is the key to a successful chapter and she has experience in this arena.

W

JOYCE WALDEN

Joyce is a dynamic and energized speaker. An expert in financial service for over seventeen years, she loves to speak on her passion. She believes that working specifically with "Credit" is her ministry, Armed with a Bachelor's in Finance and a license in Real Estate she is very versed in her trade. Joyce has been recognized as being a trailblazer by her peers and has received numerous awards and honors. She is formerly President of Integrity Mortgage Solutions Inc., recently sold to Wells Fargo Home Mortgage.

JANIE WALTERS

Janie Walters is a human communications specialist and owner of Champion Communications, a professional speaking and training service. She holds a Master's Degree in Communications with emphasis in Public Relations. Author of the book "DEVELOP THE HABIT OF JOY," Janie is also a member of the National Speaker's Association, a wife, Sunday School Teacher, actress, former disc jockey, director of more than 50 plays and musicals, and listed in WHO'S WHO AMONG AMERICA'S TEACHERS 2000.

DR. CONNIE S. WARDELL

Dr. Wardell has worked as a public high school teacher in Illinois and Indiana, a Peace Corps volunteer in Turkey, a high school completion program administrator in education); Indiana University (English and education); and two from the University of Louisville (supervision founded an investment club for Fort Knox women in 1996.

PATRICIA (PAT) WIGGINS

Pat Wiggins is a Staff Assistant in the Office of External Relations at the U.S. International Trade Commission. She is the Federal Women's Program Manager (collateral) and has served in that position for five years. Ms. Wiggins began her tenure 12 years ago as the FWP Advisory Committee Chair.

PATRICIA M. WOLFE

Patricia is currently the FEW National Executive Vice President. She has been active at all levels of FEW since she joined in 1982 and has previously served as FEW's Vice President for Membership & Chapter Organization, the 1995 National Training Program in Tacoma, WA; Regional Manager of the Pacific Northwest Region; and as President of Rainier Chapter. She credits her volunteer experience with FEW as a significant contributing factor to the major career change that she made four years ago when she accepted an internship at the U.S. Department of the Treasury and moved from Washington State to the "Other Washington." She is currently a Contract Specialist, U. S. Department of the Treasury, Washington, D.C. and lives in Centreville, VA.

ABOUT ORLANDO

History of Orlando

When the second Seminole war ended in 1842, American settlers began following soldiers into Central Florida. Originally named Jernigan after Aaron Jernigan who came from Georgia and settled here in 1843, the town grew slowly around an old Army post — Fort Gatlin — that had been abandoned in 1849. The town's name was permanently changed to Orlando in 1857. While different versions of the origin of the name are told, the official account is credited to Orlando Reeves, a U.S. soldier who was killed in 1835 by an Indian's arrow while on sentinel duty at what is now Lake Eola Park in downtown Orlando. By a vote of 22 men from the 85 residents, the two-square-mile (5.18-square-kilometer) city was officially incorporated on July 21, 1875. According to the book Flashback - The Story of Central Florida's Past, the undeveloped expanse of land east of the Orlando International Airport still resembles what the first Orlando settlers saw 150 years ago.

Population

More than 1.4 million people now reside in the Greater Orlando area that consists of Orange, Osceola, Seminole and Lake counties.

Climate

June - September

- Days - Upper 80s F (27 C) to mid 90s F (32 C)
- Nights - Upper 60s F (16 C) to mid 70s F (22 C)

What to Wear

Visitors love Orlando's climate with its warm, sunny days and mild nights. In July you can expect upper 80s to mid 90s and nights in the upper 60s to mid 70's. There's almost always a tropical breeze and the heat is often tempered by short afternoon thunderstorms. Don't forget to keep reapplying sunscreen whenever you're outside. -Inside the hotel of course, it may be cold for some. Be sure to bring a sweater or jacket.

Getting Around International Drive

Taking an I•RIDE Trolley is one of the most convenient and least expensive ways to explore the International Drive Resort Area.

Cash Fares

- Single Fare is 75 cents
- Senior citizen (65 and older) fare is 25 cents
- All children age 12 and under RIDE FREE with paying adult
- Exact change is required, \$1.00 accepted
- Drivers do not carry cash

Unlimited Rides Passes

If you think you'll be riding the I•RIDE Trolleys more than once or twice, it makes sense to consider an Unlimited Rides Pass. They're available as follows:

- One Day Pass: \$2.00 per person
- Three Day Pass: \$3.00 per person
- Also available are 5, 7 and 14-day Passes for \$5, \$7 and \$14.
- Passes not sold on Trolleys
- Passes are available at over 65 locations within the International Drive Resort Area and from the I•RIDE sales office.

Trolley transfers are free and a transfer coupon is not required if you have an Unlimited Ride Pass. With cash fare just ask your trolley driver for a transfer coupon when you board the trolley.

RECREATION

Lakes - More than 300 lakes, springs and rivers provide swimming, boating, water skiing and fishing in the warm Florida sun.

Golf - Tee off on one of more than 125 area golf courses within a 45-minute drive of downtown Orlando. Several are world-acclaimed courses sculpted by renowned golf course architects such as Joe Lee, Tom Fazio and Robert Trent Jones as well as golf greats Arnold Palmer, Jack Nicklaus and Gary Player.

Tennis - Orlando serves up more than 800 tennis courts for visitors to raise a racquet. Many area tennis centers, resorts and hotels rent and sell equipment and can arrange lessons or matches for the beginner or more advanced player.

Sports - In addition to the National Basketball Association's world-renowned team, the Orlando Magic, we have the Women's National Basketball Association, the Orlando Miracle. Orlando offers professional AA League baseball (Orlando Rays); baseball spring training (Atlanta Braves and Houston Astros); roller hockey (Orlando Jackals); softball (Orlando Wahoos); arena football (Orlando Predators); and Walt Disney World's Indy Car Speedway.

Performing Arts

The Orlando Opera Company, Southern Ballet, Shakespeare Festival, Civic Theatre of Central Florida, Orlando Philharmonic Orchestra, the Bob Carr Performing Arts Centre and local colleges provide year-round entertainment that range from Beethoven's 9th and Coronation Scene to a Shakespeare Festival and Broadway productions.

Special Events

From rodeo performances and celebrity concerts to ethnic festivals and specialty shows, Orlando has year-round events to please every penchant and add more vacation variety. Check out Orlando's special events calendar at go2Orlando.com.

Arts/Culture

Orlando's numerous year-round art exhibits and cultural diversity add an extra dimension to make it the perfect vacation or meeting destination. From the world's most comprehensive collection of Tiffany stained glass at the Charles Hosmer Morse Museum of American Art and 19th- and 20th-Century American art at the Orlando Museum of Art to Eatonville, the nation's oldest incorporated African-American municipality, insightful excursions await Orlando's visitors. Children of all ages can also embark on an exciting expedition into the world of science at the Orlando Science Center.

Shopping

With more than 39 million square feet (3.5 million square meters) of retail space and expanding, Orlando is the fastest growing retail market in the United States. Read more about shopping online at <http://www.orlandoinfo.com/>.

Attractions

Everyone knows Orlando has the world's greatest theme parks. From the magic of [Walt Disney World® Resort](#) to the thrills of [Universal Orlando Resort](#) to the excitement of [SeaWorld® Orlando](#), there's something for everyone in Orlando. Be sure to visit Kennedy Space Center, located 45 minutes east of Orlando. You'll meet a real Astronaut, experience the new Mad Mission to Mars show, and see real spacecraft. Nowhere else can you see, touch and hear more about the workings of America's space program - or get so close to the amazing spacecraft built to travel to the moon more than 30 years ago. For more information visit www.KennedySpaceCenter.Com. We are trying to arrange some afternoon special ticket prices with Universal and SeaWorld, please check our website www.few.org and click on 2002 National Training Program or check the



Welcome to Orlando!

HOTEL INFORMATION

Hotel Accommodations: The 2002 National Training Program will use the Rosen Centre as the host hotel. All functions, pre-conference, agency forums, exhibits, reception, general sessions, meal functions, and closing session will be in this hotel. The Sheraton World Resort has been designated as the only “overflow” facility. When making reservations, please specify you are with the FEW Conference to ensure you receive the conference room rate. All reservations should be made by phone to the property. Free parking is available.

Cut-Off Date: All rooms will be held at the conference rate through June 20, 2002. After this date, reservations will be made on a space and rate availability basis. Please make your reservations as soon as practical to guarantee a room at the conference rate.

Check-in and Check-out Times: Rooms will be available at 4:00 p.m. All guests must check-out no later than noon or additional charges may be incurred.

Deposits: All reservations must be secured with a credit card, but payment with an agency voucher will be accepted on-site. Contact the hotel directly for specifics.

Specific Hotel Information:

Rosen Centre

9840 International Drive

Orlando, Florida 32819

Tel: 800-204-7234

Fax: 407-996-2659

Single/Double \$129

Triple: \$149

Quad: \$169

Rooms have: in-room safe, voicemail, data port, hair dryer, and ironing board. Smoking, non-smoking, and ADA-compliant rooms available. Full spa w/beauty salon, complete fitness center, swimming, wading, whirlpools, and tennis courts.

Sheraton World Resort-Overflow

10100 International Drive

Orlando, Florida 32821

Tel: 800-327-0363

Fax: 407-352-3679

Single: \$109

Double: \$109

Triple: \$109

Rooms have: in-room safe and refrigerator, irons, hair dryers, data port, complimentary daily newspaper. Smoking, non-smoking, and ADA-compliant rooms available. Three heated pools and outdoor hydro-pool, massage therapy, complimentary fitness center. Free transportation to Disney.

TRAVEL ARRANGEMENTS

Transportation into Orlando

Orlando International Airport is the 15th busiest in the nation and 22nd busiest in the world with more than 960 commercial operations per day. It is easily accessible and within 15 miles (24 kilometers) to major attractions, meeting facilities and downtown Orlando.

Airlines - Delta Air Lines has been chosen as the “Official Airline” for NTP 2002. Delta is offering special rates which allow you a 5% discount off Delta’s published round-trip fares* within the continental U.S., Hawaii, Alaska, Canada, Mexico, Bermuda, San Juan, Nassau, the Virgin Islands and the Caribbean. By purchasing your ticket 60 days or more prior to your departure date, you receive an additional 5% bonus discount. *Applicable restrictions must be met. Seats are limited. Booking classes I and U are not eligible for Delta Meeting Network® discounts.

Special round-trip **Zone Fares** are also available to all cities served by Delta and Delta Express in the continental U.S., Hawaii, Alaska, Canada, Mexico, Bermuda, San Juan, Nassau, the Virgin Islands and the Caribbean for savings on midweek travel to the meeting. Two-day minimum stay; no Saturday night stay is required. Only seven days advanced reservations and ticketing. Fares are fully refundable, less administrative service fee.

[This is for Zone Fares only.](#)

To take advantage of these discounts, Reservations must be made through Delta Meeting Network® Reservations at 1-800-241-6760, Monday – Sunday 8 a.m. – 11 p.m. EST. Refer to File Number: 180666A to get these discount fares.

Train Service - Amtrak serves Orlando with four daily trains originating in New York and Miami with stops in downtown Orlando, Winter Park, Sanford and Kissimmee, as well as with a tri-weekly train originating from Los Angeles. The Orlando Amtrak Office is located at: 1400 Sligh Boulevard, Orlando, FL 32806, (407) 843-7611 and can be contacted for further information.

Driving - Major highway networks provide easy access for visitors to reach their destination and for traveling in and around the Greater Orlando area. Major highways include Interstate 4, the Florida Turnpike, Highway 528 (Bee Line Expressway), Highway 408 (East-West Expressway) and Highway 417 (Central Florida Greenway).

Airport to Hotel Transportation

Rental Car – Avis has been chosen as the “Official Car Rental” provider for NTP 2002. Rates for a compact car are: \$32.99/day or \$119.99/weekly with unlimited mileage. One-way rentals are allowed within the state of Florida without dropoff charges. Rates do not include state or local surcharges, tax, optional coverage or gas refueling charges. Renter must meet Avis’ age, driver and credit requirements.

Reservations can be made by calling 1-800-331-1600 and referring to AWD number: A127596.

Shuttle Bus – Town & Country Coaches, Inc. although not located at the airport will respond promptly to your call between the hours of 7 a.m. and 9 p.m. A special group rate of \$10 per person each way has been established. For pickup, call the Dispatch 407-828-3035 office upon arrival or to schedule your return (identify yourself as FEW NTP attendee).

Mears Transportation Group offers an airport shuttle service 24 hours a day and is located on the Ground Level at the Orlando International Airport. Shuttle fees are: \$14 one-way and \$24 round trip. Reservations must be made in advance for your return trip to the airport, 407-423-5566.

Taxis – There are multiple taxis available at the airport to take you to your destination hotel. Typical rates are as follows: Town & Country – 407-828-3035 for \$26 (special FEW rate – identify yourself as FEW NTP attendee); Diamond Cab Co. - 407-523-3333 for \$28-32; or Yellow Cab Co. - 407-422-4561 for \$30-31.

DRIVING DIRECTIONS

From the Orlando Airport to the hotels:

- Take the north exit from the airport
- Take State Road 528 (the Beeline Expressway) West
- Take the first exit (International Drive and SeaWorld)
- At the end of the exit:
 - turn right on to International Drive to find the Rosen Centre Hotel
 - turn left for the Sheraton World Resort
- The Rosen Centre is about 1/4 mile on the left, just before the Convention Center
- The Sheraton World is at the very next light on the corner

From Tallahassee or Gainesville:

- Take the Florida Turnpike to I-4 West exit
- Going West on I-4, take Exit 28 (Beeline Expressway/SR528)
- Take the first exit (International Drive and SeaWorld)
- At the end of the exit:
 - turn right on to International Drive to find the Rosen Centre
 - turn left for the Sheraton World Resort
- The Rosen Centre is about 1/4 mile on the left, just before the Convention Center
- The Sheraton is right at the very next light on the corner

From Daytona Beach or Orlando, heading West on I-4

- Going West on I-4, take Exit 28 (Beeline Expressway/SR528)
- Take the first exit (International Drive and SeaWorld)
- At the end of the exit:
 - turn right on to International Drive to find the Rosen Centre
 - turn left for the Sheraton
- The Rosen Centre is about 1/4 mile on the left, just before the Convention Center
- The Sheraton is right at the very next light on the corner

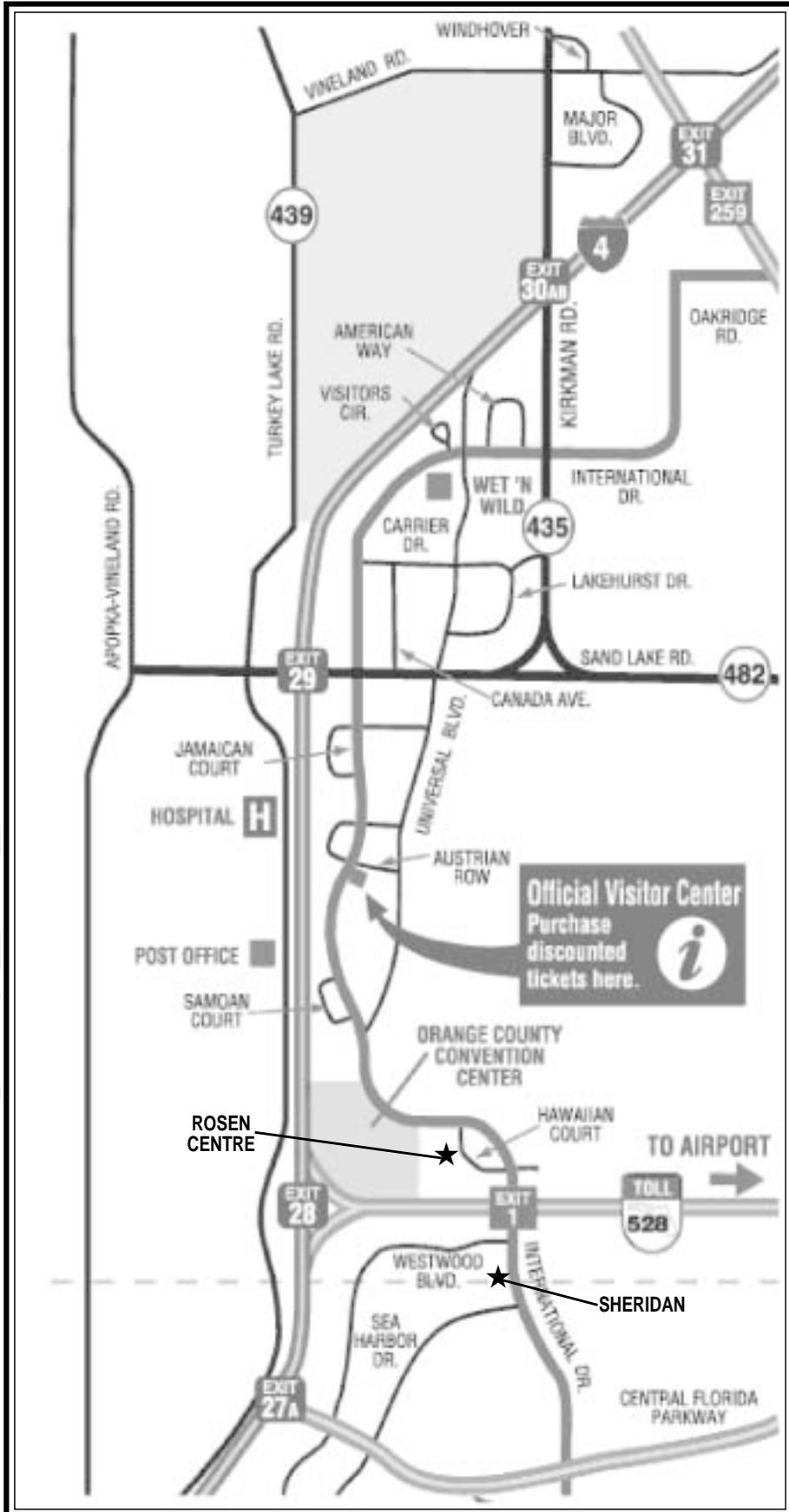
From Tampa heading East on I-4

- Going East on I-4, take Exit 28 (Beeline Expressway/SR528)
- Take the first exit (International Drive and SeaWorld)
- At the end of the exit:
 - turn right on to International Drive to find the Rosen Centre
 - turn left for the Sheraton
- The Rosen Centre is about 1/4 mile on the left, just before the Convention Center
- The Sheraton is at the very next light on the corner

From Miami or Ft. Lauderdale:

- Take the Florida Turnpike to I-4 West exit
- Going West on I-4, take Exit 28 (Beeline Expressway/SR528)
- Take the first exit (International Drive and SeaWorld)
- At the end of the exit:
 - turn right on to International Drive to find the Rosen Centre
 - turn left for the Sheraton
- The Rosen Centre is about 1/4 mile on the left, just before the Convention Center
- The Sheraton is right at the very next light on the corner

ORLANDO INTERNATIONAL DRIVE MAP



SPECIAL EVENTS/EXCURSIONS

Tuesday, July 23 (7:30 – 9 pm)

NTP Reception – Theme ‘Hurricane Eve Party’. Come casual and enjoy a good time of fun and networking with fellow NTP attendees. Price is included with full NTP Registration. For partial Registrations or tickets for additional guests, you may order these tickets via your NTP Registration form.

Wednesday, July 24 (8:30 – 11 am)

Opening Session Breakfast. Join us for our 33rd Annual National Training Program Opening Ceremonies and our dynamic speaker Fred Soto of Straight Talk Enterprises. Breakfast is included with full NTP Registration. For partial Registrations or tickets for additional guests, you may order these tickets via your NTP Registration form.

Thursday, July 25 (11:30 am – 2 pm)

Cultural Diversity Luncheon. Make sure you plan to attend our special diversity luncheon with some exciting and self-motivated panel speakers. Lunch included with full NTP Registration. For partial Registrations or tickets for additional guests, you may order these tickets via your NTP Registration form.

Thursday, July 25 (5:30 – 12:30 pm)

Sterling Casino Night. Join us for an exciting evening of Las Vegas style excitement!! Sterling Casino Lines is the World’s largest casino ship with over 1000 slot machines and over 50 table games. Your evening of fun includes:

- Round-trip transportation to the Sterling Casino ship in Port Canaveral
- Live on-board entertainment featuring the “Legends in Concert” show
- Complimentary deli-style buffet
- Complimentary cocktails and beverages for gaming participants
- \$5.00 match-play coupon for table games
- Use of special VIP room

All of the above for only \$10 per person. Please sign up for this fun-filled night and include your payment with your 2002 NTP Registration form.

Please feel free to check our website www.few.org, click on 33rd NTP for additional events or specials.

An Invitation To Sponsor an Exhibit or Purchase an Ad Rosen Centre Hotel, Orlando, Florida 33rd FEW National Training Program July 22-26, 2002

You are cordially invited to join us in Orlando, Florida, at the Rosen Centre Hotel for the 33rd Federally Employed Women's National Training Program.

A **National Training Program (NTP)** is conducted annually during the month of July to provide government employees with management, leadership, communications, career enhancement, personal effectiveness, and equal opportunity skills. The audience is from every sector of government, private industry, labor, and non-profit organizations. These are individuals whose career development and participation in training is their commitment to education.

The **NTP** offers attendees an opportunity to meet women and men with similar goals. Each year the **FEW NTP** attracts people from throughout the United States and the world who are striving to improve themselves through our excellent training programs.

The **2002 FEW NTP** is rapidly approaching. You are cordially invited to join us in Orlando, Florida at the Rosen Centre Hotel, July 22-26, 2002.

Your participation will help FEW host a successful **2002 NTP**. At the NTP, you have the opportunity to present your organization to an estimated attendance of 2,000 to 2,500 people. It is the perfect forum for promoting your products and services while at the same time, enhancing public awareness of your commitment to equal employment opportunities.

We look forward to your participation in the 2002 NTP. If you have any questions about how to become a **2002 NTP Sponsor, Exhibitor or Advertiser**, please contact Aneta Ott at (321) 867-8548 or email at Aneta.Ott-1@ksc.nasa.gov. For additional information, you may also access our website at www.few.org.



Fred Soto

**Author, Motivational Speaker,
Consultant, Seminar Leader**

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**Author of "Diversity: Straight Talk from the Trenches"
and
"Managing Diversity in the New Reality"**

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Bert Johnson, Business & Contract Analyst

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LTC Langdon, USMC

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Heyward Bannister, White House Liaison

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APAC Conference 2000 Attendee

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Era Marshall, Director, Smithsonian Institute

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Carrolle's session at this NTP

July 22-23, 8:00 - 4:30: *Role of the Special Emphasis, Program Manager*

July 25, -8:00 - 11:00: *The Superwoman Complex*

July 25, 2:30 - 4:30: *Dealing with EEO Burnout*

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Month/Year joined: /

Membership ID _____

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ADDRESS 1:

ADDRESS 2:

CITY: STATE ZIP CODE + 4

OFFICE PHONE: HOME PHONE:

FAX: EMAIL:

- | | | |
|-----------------------------------|--|-------------------------|
| GRADE (check) | FWP/EEO (check) | DEMOGRAPHICS |
| <input type="checkbox"/> GS 1-4 | <input type="checkbox"/> FWP Full-Time | SEX (M/F): _____ |
| <input type="checkbox"/> GS 5-8 | <input type="checkbox"/> FWP Part-Time | RACE: _____ |
| <input type="checkbox"/> GS 9-12 | <input type="checkbox"/> EEO | YEARS OF SERVICE: _____ |
| <input type="checkbox"/> GS 13-15 | <input type="checkbox"/> Other | RETIRED (Y/N) _____ |
| <input type="checkbox"/> GS 16+ | FWP/EEO
Not Applicable | |
| <input type="checkbox"/> SES | | |
| <input type="checkbox"/> WG | | |
| <input type="checkbox"/> Military | | |
| <input type="checkbox"/> Other | | |

ABOUT THE ORGANIZATION

FEW is comprised of chapters throughout the world. Membership is open to all Federal and DC Government employees (regular members) and to any other person supporting the goals and objectives of FEW (associate members). More information about the organization is posted on the FEW web site: <http://www.few.org>.

National membership dues are \$25.00 for chapter members, and \$35.00 for members-at-large (no chapter affiliation). Chapter dues are established by each chapter and payable in addition to national dues. Eligibility for chapter membership is contingent upon national membership. National lifetime membership is a one-time fee of \$250.00. Chapters may set their own lifetime fee.

Membership Dues is prorated. Month chosen must match "month/year joined" above.

- | | | |
|---|--|-----------------------------|
| <input type="checkbox"/> March \$25.00 | <input type="checkbox"/> September \$12.00 | Total for National \$ _____ |
| <input type="checkbox"/> April \$23.00 | <input type="checkbox"/> October \$10.00 | |
| <input type="checkbox"/> May \$21.00 | <input type="checkbox"/> November \$ 8.00 | Total for Chapter \$ _____ |
| <input type="checkbox"/> June \$19.00 | <input type="checkbox"/> December \$ 6.00 | |
| <input type="checkbox"/> July \$17.00 | <input type="checkbox"/> January \$ 4.00 | Check Amount \$ _____ |
| <input type="checkbox"/> August \$15.00 | <input type="checkbox"/> February \$ 2.00 | |

I wish to join the _____ Chapter as a regular member or associate member.
 I wish to join as a Member-at-large (\$35.00 enclosed) as a regular member or associate member.
 Payment (\$250.00) is enclosed for a Lifetime Membership.

Contributions or gifts to FEW are not deductible as charitable contributions for Federal income tax purposes.